



Annual Contracts, Letters of Assignment, and Letters of Appointment

The following procedures will step you through the standard processes completing annual contracts, letters of assignments, letters of offer, and letters of appointment. Requests are submitted to HR using the Helena College Recruitment Authorization Form and/or the Helena College New Hire Form.

Annual Contracts (Non-Faculty)

Contracts are issued for those employees in positions deemed “contract professional” by the BOR policy 711.1 and 711.2 on an annual basis. The deadline to have these contracts returned is commencement of the current year. The effective date for the contracts is July 1 of the coming year.

Annual Contracts (Faculty)

Contracts are issued for those faculty members who will be returning the following academic year. The deadline for return of the contract is commencement of the current year. The effective date for the contracts is the first day of the coming academic year.

Letters of Assignment (Faculty)

Faculty members are issued a letter of assignment for the courses that they are scheduled to teach for each semester of the academic year. These courses are part of their overall credit load as determined by the collective bargaining agreement and are not due any additional compensation.

Letters of Offer (Adjunct)

Adjunct faculty members are issued letters of offer to assign them the courses that they will be teaching each semester. These letters include the compensation that they will be paid for the courses based on their credits as well as the dates of the payments. An adjunct may not teach more than 8 credits per semester.

Letters of Appointment

Letters of appointment are created for work that is temporary in nature with a defined start and stop date and clearly defined set of duties. Course design work is an example of a letter of appointment that a faculty member may receive which also incorporates additional compensation above their academic contract.