**SAMPLE COURTESY LETTER**

I am pleased to offer you a courtesy appointment as a Visiting [*Insert title*] in the Department of [*Insert department*] beginning [*Insert begin date*] and ending [*Insert end date*]. This appointment is without compensation, does not create an employer/employee relationship and may be terminated by you or by the University at any time and for any reason. Accordingly, you are under no obligation to provide services to the University. If you do so, they will be entirely voluntary. Since you will not be an employee of the University, you will not be eligible for certain employee entitlements such as workers' compensation.

The Department of [*Insert department*] will provide you with identification so that you may have use of our library and, to the fullest extent possible, the other facilities of the University. As a member of the University community, you will be expected to abide by departmental and University policies and procedures. If any questions arise in connection with this appointment, please refer them to me.

Your appointment is contingent upon compliance with the University’s COVID-19 vaccination requirements.  The University requires all visiting faculty to provide proof that they are fully vaccinated and have received a booster (where eligible) against COVID-19 prior to commencement of an appointment, unless the University has granted the visiting faculty member a medical or religious exemption. Based on current guidance, individuals are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccine approved or authorized for emergency use in the United States or a vaccine that has been listed for emergency use by the World Health Organization. Eligibility for a booster against COVID-19 varies and is explained on the University’s web site located at <https://coronavirus.rutgers.edu/covid-19-vaccine/>*.*  By signing this offer letter of appointment, you agree to provide proof that you are fully vaccinated against COVID-19 and have received a booster (where eligible) or have received a medical or religious exemption prior to your first day of your appointment. Failure to do so will result in recission of this offer of appointment. Individuals who are not eligible for a booster at the time of an offer of appointment must provide proof they have received a booster within 14 days of becoming eligible and upload proof of same. Failure to do so will result in rescission of this offer of appointment. You will receive an email with instructions to upload your vaccination card and/or to apply for a medical or religious exemption.

The faculty in the Department of [*Insert department*] and I hope you accept this appointment. Please indicate your acceptance by signing and returning this letter to me.

Sincerely,

Dean [*Insert name*]

I accept the offer of courtesy appointment as a Visiting [*Insert title*] in the Department of [*Insert department*] beginning [*Insert begin date*] and ending [*Insert end date*] and I accept the terms under which it is offered.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

c: [*Insert department chair*]