**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.

This appointment is contingent upon compliance with the University’s vaccination requirements. Under Policy 100.3.1, Immunization Policy for Covered Individuals, if employment will commence during Flu Season, Rutgers University may require certain prospective employees to provide proof that they are vaccinated against Seasonal Influenza for the current Flu Season, unless the University has granted the individual a medical or religious exemption. Additional infection control and safety policies may apply. Prospective employees should speak with their hiring manager to determine which policies apply to the role or position for which they are applying. Failure to provide proof of vaccination for any required vaccines or obtain a medical or religious exemption from the University will result in rescission of a candidate’s offer of employment or disciplinary action up to and including termination. You will receive an email from [no-reply@ipo.rutgers.edu](mailto:no-reply@ipo.rutgers.edu) with instructions to upload your vaccination card and/or to apply for a medical or religious exemption, if applicable for your position.

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.

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Signature Date

c: [*Insert department chair*]