**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. Although not an employee, you will be a part of the University community and will be expected to abide by departmental and University rules and regulations. If any questions arise in connection with this appointment, please refer them to me.

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*]