 \*SAMPLE TEMPLATE

Date

Faculty Member

Department/Unit

Campus Box

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The College/School of \_\_\_*[College/School offering courtesy appointment]*\_\_\_ would like to acknowledge the good colleagueship of \_\_\_*[faculty member]*\_\_\_, *[Assistant/Associate]* Professor, in the Department of \_\_*[faculty member’s home department]*\_\_\_, by offering them a 0 FTE, 0% courtesy appointment as *[Assistant/Associate]* Professor in the Department of \_\_\_*[Department offering courtesy appointment]*\_\_\_ beginning *[Date]*.

The Department of \_\_\_*[Department offering courtesy appointment]*\_\_\_, Department of \_\_*[faculty member’s home department]*\_\_\_, College of \_\_\_*[College/School offering courtesy appointment]*\_\_\_, College of \_\_\_*[faculty member’s home College/School if different than College/School offering courtesy appointment*]\_\_\_, support this courtesy appointment of \_\_\_*[faculty member]*\_\_\_ as *[Assistant/Associate]* Professor in the Department of \_\_\_*[Department offering courtesy appointment]*\_\_\_.

1. The Department of \_\_\_*[Department offering courtesy appointment]*\_\_\_ appointment is official, but ceremonial only. *[Assistant/Associate]* Professor \_\_\_*[faculty member]*\_\_\_ will be officially listed both in the Department of \_\_\_*[Department offering courtesy appointment]*\_\_\_ and the Department of \_\_*[faculty member’s home department]*\_\_\_. However, the allocation of the appointment would be 100% in the Department of \_\_*[faculty member’s home department]*\_\_\_ and 0% in the Department of \_\_\_*[Department offering courtesy appointment]*\_\_\_.
2. This courtesy appointment applies no responsibility or cost to the recipient. *[Assistant/Associate]* Professor \_\_\_*[faculty member]*\_\_\_ will have no voting rights within the Department of \_\_\_*[Department offering courtesy appointment]*\_\_\_. Additionally, there are no rights or obligations between the Department of \_\_\_*[Department offering courtesy appointment]*\_\_\_ and *[Assistant/Associate]* Professor \_\_\_[faculty member]\_\_\_.

We agree to the above:

Chair *[of home Department]* Date

Department of *[home Department]*

Chair *[of courtesy appointment]* Date

Department of *[courtesy appointment]*

Dean *[of home College/School]*  Date

College/School of *[home College/School]*

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

Dean *[of courtesy appointment, if different]*  Date College/School of *[courtesy appointment, if different]*

I accept this offer of the courtesy appointment described above.

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

Candidate Name Date

I decline this appointment.

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

Candidate Name Date