Date

Name

Current Position

Department

Address

Dear Dr. \_\_\_\_\_\_\_\_\_:

We are pleased to offer you a Special Appointment as a Courtesy {give appropriate title} in the {name of Department} at the University of Nebraska-Lincoln for the period <date>, 201X to <date>, 201X. This appointment is in addition to your {current position} position in the {name of current department}. As defined in the UNL Guidelines for Faculty Appointments (<http://svcaa.unl.edu/searches-appointments/faculty-titles>), courtesy appointments are unpaid appointments that facilitate useful and productive relationships among individuals in different university units. Courtesy appointees are not eligible for NUFlex or retirement benefits. A courtesy appointment is not a tenure leading appointment and is subject to the terms and conditions for Professional Staff employment by Special Appointment as set forth in Chapter III and IV of the Bylaws of the Board of Regents of the University of Nebraska (<http://nebraska.edu/board/bylaws-policies-and-rules.html>.)

{Optional to insert a sentence or two describing the positive reasons for formalizing the relationship as a courtesy appointment i.e. appreciate the collaboration in teaching and research with department faculty and students}

If you have any questions about this offer please call me at {Chair’s phone number}. We are looking forward to having you join the department. If the offer is acceptable to you, please sign and return this letter to me by {date offer expires}. This offer will no longer be effective after that date.

Sincerely,

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

{Name of Chair}, Chair

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

{Name of Dean}, Dean

College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Ellen Weissinger

Senior Vice Chancellor for Academic Affairs

Accepted:

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

Faculty Member Date