Date

Name

Unit

College

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

On behalf of the Department of and the College of , we are pleased to invite you to serve as an affiliated faculty member [*or academic professional*] beginning Month Day, 20xx. In this position, you will be responsible to the chair of the department.

This appointment is made for one year and is renewable. Affiliated faculty and academic professional appointments are contingent upon satisfactory performance and the overall needs of the university.

In your affiliated position, you will serve by [*remove bullet points which don’t apply; add details to bullet points as appropriate*]:

* Participating in governance
* Voting on faculty issues
* Serving on school committees
* Chairing a dissertation committee

*[Include section to clearly articulate any agreements related to evaluations for reviews; if the affiliate unit/college will not participate in reviews of the individual, please note that.]*

To accept this appointment, please sign and return this offer to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_.

Sincerely,

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

Name of affiliate chair/director Name of affiliate college dean

Name of tenure/academic home chair/director Name of tenure/academic home dean

**Accepted:**

Name of candidate Date