SAMPLE ADJUNCT APPOINTMENT LETTER (UNPAID)

Use on Department Letterhead

<Name>

<Address>

<Insert Date>

Dear <Name>:

It is a pleasure to offer you a zero dollar appointment as an Adjunct <Assistant Professor, Associate Professor, or Professor> in the Department of <appointing department> in the College of Agricultural and Life Sciences at the University of Wisconsin-Madison. This appointment is for the period beginning <begin date> and ending <end date>.

This is a fixed-term terminal appointment and carries no tenure commitment. This appointment does not guarantee office or lab space, monetary compensation, administrative support (e.g., supplies, telephone services), or benefits at any time in the future.

The purpose of this appointment is to <include a description of responsibilities and/or the purpose of this appointment>. Your instructional/teaching work will be with Dr. <name of faculty individual is directly working with> and others in <department name>, specifically in the area of <detail instructional area individual will be associated with>. An essential part of these duties is working in a collegial relationship with other faculty and staff members. Your contributions and involvement will be a major asset to our program.

<Optional: You are invited to attend our regular faculty meetings and to vote on those matters not specifically restricted.>

The University is required to ask questions regarding sexual harassment and sexual violence of final candidate(s) and their references. This offer of employment is conditional pending the results of this process. An affirmative response is not an automatic disqualifier from employment but would likely neccesitate follow up.

As an Adjunct <Assistant Professor, Associate Professor, or Professor> appointment, you are eligible to use all campus libraries, recreational facilities, and have access to Union programs and services, including Mini Courses and Hoofers. You also have Wisc-World privileges (Internet access, e-mail usage, and Wisc-World software bundle) and have access to specific Division of Information Technology (DoIT) services and products. If you have questions about any of the above indicated information, please contact <department administrator> at the departmental office.

Renewal of this appointment is possible. If you wish to continue this affiliation beyond <appointment end date>, we ask that you inform us in the <spring or fall of 20XX>.

We hope that your experience here will be both gratifying and beneficial.

Sincerely,

<Name of Supervisor or Appointing Authority> <Name of CALS HR Assoc Dir>

<Title -- Professor and Chair> HR Associate Director

Department of <appointing department> CALS Human Resources

*I accept this appointment.*

 Signature Date

Attachment – Information for Adjunct Appointees

c: CALS Human Resources

 <Department Center>-file