SAMPLE $0 PROFESSOR L/I APPOINTMENT LETTER

Use on Department Letterhead

<Insert Date>

<Insert Address>

Dear Professor <Name>:

It is our pleasure to offer you an affiliation as <Assistant, Associate or Full> Professor L/I in the Department of <Department Name> with the College of Agricultural and Life Sciences at the University of Wisconsin-Madison. This zero-dollar appointment will begin <begin date> and will end <end date>. You will report to Professor <name of PI> in the Department of <Department Name> and you will collaborate with faculty in the Department of <Department Name> and throughout the College of Agricultural and Life Sciences.

Under this appointment, you will be collaborating with Professor <name of PI with whom appointment resides> working on <project description>. It is expected that during your stay you will <define specific job responsibilities>. The goal of this project is to <define goals>.

As an <Assistant, Associate or Full> Professor L/I 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.

This appointment does not confer any rights to intellectual property to which you may be exposed in the course of your visiting appointment. Your rights to any intellectual property that you create during your visiting appointment are determined by University of Wisconsin policies, including but not limited to the Graduate School’s general intellectual property policy, located at <http://research.wisc.edu/compliance-policy/intellectual-property/>.

<Optional>

In connection with your <Assistant, Associate or Full> Professor L/I appointment, you have been granted Limited PI Status for this same period. With Limited PI Status you may serve as PI on active projects, submit future applications for extramurally sponsored projects, and be PI of record on current/future unrestricted extramural funding.

We believe you will find the environment in Professor <name of PI whose operational area appointment resides>’s laboratory to be interesting and stimulating. Please let me know if you have any questions regarding this appointment.

Sincerely,

<name> Carol Y. Hillmer

Professor and Chair Associate Dean

Department of <Department Name> CALS Human Resources

cc: <Department PI>

 <department business office/name>

 CALS Human Resources