SAMPLE $0 EMERITUS PROFESSOR APPOINTMENT LETTER

Use on Department Letterhead

<Insert Date>

<Address>

Dear <Name>:

It is our pleasure to confirm your appointment as Emeritus Professorin the Department of <appointing department>. The letter confirms that a $0 appointment will be set up in the campus appointment system for the period of <begin date> and <end date>. This appointment will allow you <e.g., to remain active in your research program>. This appointment does not carry with it any commitment for salary support.

Optional: In connection with your $0 Emeritus Professor appointment, you have been granted limited PI status for the same period, <begin date> through <end date>. 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.

Optional: Zero-dollar appointments and limited PI status can only be approved for an initial three year period. If you will need your zero dollar appointment or limited PI status extended beyond <date>, please work with the Department of <appointing department> several months prior to expiration so that an extension may be requested and approved in advance to help assure a lapse does not occur.

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.

It is the policy of the College of Agricultural and Life Sciences to provide reasonable accommodation for qualified employees with disabilities. If you need an accommodation to perform the essential functions of your position, please contact Kristin Carroll in the CALS Office of Human Resources at calshr.ddrs@cals.wisc.edu.

I look forward to working with you. Please do not hesitate to call me if you have any questions about your appointment. We appreciate your continued association with the Department of <appointing department>.

Sincerely,

<Name of Supervisor> Todd Schry

<Title of Supervisor> HR Associate Director

<Department Name> CALS Human Resources

Enc: Letter of Offer Attachment

*Following sections not applicable: Form I-9, Benefits, International Payroll and Taxes; Compensation Limits, Unemployment Benefits*

c: CALS Human Resources

 <Name of Department>