SAMPLE ADJUNCT RE-APPOINTMENT LETTER (UNPAID)

Use on Department Letterhead

<Name>

<Address>

<Insert Date>

Dear <Name>:

It is a pleasure to extend your 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 will extend your appointment through <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.

This appointment will continue your instructional/teaching work 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 continued 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.>

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 look forward to this collaboration opportunity.

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

Attachment – Information for Adjunct Appointees

c: CALS Human Resources

<Department Center> file