SAMPLE $0 EMERITUS PROFESSOR APPOINTMENT EXTENSION

Use on Department Letterhead

<Insert Date>

<Name>

<Address>

Dear <Name>:

It is my pleasure to extend your $0 Emeritus Professor appointment in the Department of <appointing department>. Your initial appointment was for the period <begin date> through <end date>. This will extend your appointment <an additional x months>, through <end date>. This appointment will allow you <e.g., to remain active in your research program, complete your research assignment with the department>. This appointment does not carry with it any commitment for salary support.

Optional: In connection with your $0 Emeritus Professor appointment, your Limited PI Status has also been extended for the 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.

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](mailto:calshr.ddrs@cals.wisc.edu).

Please do not hesitate to call me if you have any questions about your appointment. We appreciate your continued association with the Department of <Department Name>.

Sincerely,

<Name of Supervisor> Todd Schry

<Title of Supervisor> HR Associate Director

<Department/Center> CALS Human Resources

Attachment: Information for Emeritus Appointees

Empl ID:

c: CALS Human Resources

<Name of Department/Center>