SAMPLE VISITING TITLE (PAID) APPOINTMENT LETTER

Use on Department Letterhead

<Insert Date>

Dear <Name>:

It is my pleasure to offer you an appointment as a <visiting title and prefix> in the operational area of <operational area, e.g. XXX laboratory>in the Department of <Department Name> for the period of <begin date> through <end date>.

You will be collaborating with Professor <Professor’s Name> 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>.

<Specify any monetary issues, if applicable> Example: This is a fixed-term terminal appointment at <percentage>. The appointment will be at <salary rate> full-time equivalent base salary with an appointment at <appointment percentage> ,<monthly salary amount> per month, prorated for less than full months of appointment.

This offer of employment is contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986. For more information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>. If you accept this offer of employment, you will receive an email from your hiring department with a link to UW-Madison’s electronic I-9 system. Section 1 of the electronic Form I-9 must be completed by the employee on or before the first day of employment. The system will provide the list of acceptable documents needed to complete the electronic form I-9. The list of acceptable documents should also be provided to you for your easy reference. The required documents must be presented to your employing department, in person, within three days of your employment start date. If you do not have the necessary documents, you must provide a receipt from a U.S. government agency for replacement document(s) within the three-day limit, and you must present the required document(s) within 90 days of your employment start date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period. Failure to produce appropriate work authorization documents will result in termination of your employment.

This offer of employment is conditional pending the results of a criminal background check, as required by Board of Regents policy. If the results are unacceptable, the offer will be withdrawn, or if you have started employment, your employment will be terminated. CALS HR staff will be submitting your name to Hire Right soon to initiate the background check. Please watch for an email from Hire Right.

For your specific benefit options, please access the following web site address, [www.bussvc.wisc.edu/ecbs/uwempl-general benefits-menu.html](http://www.bussvc.wisc.edu/ecbs/uwempl-general%20benefits-menu.html). Click on **Unclassified Employees** to view the chart that will identify the appointment eligibility criteria for your specific situation. For benefit questions please contact <department administrator> in your department.

<Include for international visitors>You are required to register with the Student Health Insurance Program (SHIP) office and purchase health insurance for the duration of your stay. For more information about the SHIP program, you can access their web site at <http://www.uhs.wisc.edu/ship/>.

<Include for international visitors>Please note:  Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations.  If you have questions about export control regulations, please contact the University’s [Export Control office](https://research.wisc.edu/compliance-policy/export-control/).

As a <visiting title and prefix>, 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. Please refer to the attachment provided with this letter for additional information. 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 University’s general intellectual property policy, located at [http://research.wisc.edu/intellectual-property/](http://research.wisc.edu/compliance-policy/intellectual-property/).

<Include for international visitors>As an international visitor, we want to be sure you are aware of our college’s CALS Global office. We hope during your time here, you will take the opportunity to connect with Dr. Sundaram Gunasekaran, Director, or Jennifer Kushner, Assistant Director, of CALS Global. If CALS Global can be of assistance to you, please do not hesitate to contact their office in 146 Agricultural Hall (Phone: 608 262-1251; email: [calsip@cals.wisc.edu](mailto:calsip@cals.wisc.edu); Website: [ip.cals.wisc.edu](mailto:calsip@cals.wisc.edu)).

I believe you will find the environment in Professor <Name>’s laboratory to be interesting and stimulating. Please let me know if you have any questions regarding this appointment.

Sincerely,

<Name of Supervisor> Carol Y. Hillmer

<Title of Supervisor> Associate Dean

CALS Human Resources

Attachment – Information for Visiting Appointees

<Empl ID>

c. <Department Name> e-file

CALS Human Resources