SAMPLE AFFILIATE TEMPLATE FOR LAPSE IN APPOINTMENT

Use on Department Letterhead

<Insert Date>

<name>

<address>

Dear <Name>:

It is with pleasure that the Executive Committee of the <name of appointing department/unit>has voted to extend your *Affiliate* appointment as <Assistant Professor, Associate Professor, or Professor> as described in Faculty Policies and Procedures 5.13. Your prior *Affiliate* appointment was for the period of <start date> to <end date>. There has been a lapse in your appointment. This action will establish a continued appointment beginning <start date> through <end date>.

All of the terms remain the same as noted in your previous appointment.

Further 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, 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

<name of appointing department/unit> CALS Human Resources

c: CALS Human Resources

<Appointee's home department/unit>

<Appointee's Home School/College HR Office>

<Department Center>-file