**University of Central Florida**

**College of Sciences**

**Joint Letter of Appointment**

Dear \_\_\_\_\_\_\_\_,

At the recommendation of the faculty in \_\_\_\_\_\_\_\_\_\_, I am pleased to invite you to join our unit as a Joint \_\_\_\_\_\_\_\_\_. University policy states that this appointment will last for the duration of tenure in your home unit unless another date is agreed on in which case the appointment expires on \_\_\_\_\_\_\_\_. *A joint appointment carries a financial obligation on the part of home and host units.*

This appointment enables you to contribute to the department’s mission in a variety of ways, including *delivery of guest lectures, research activities, curriculum development and grant writing. You may also engage in the advising and mentorship of students and in serving on their thesis committee’s as a member or co-chair with a regular Faculty member.* *You will be evaluated by both your home and host unit where salary cost is shared.* You will be listed as a(n) \_\_\_\_\_\_\_\_\_ on the Department’s roster and its web site. We request that the author by-line on any publications and presentations resulting from our association include identification of your affiliation with the \_\_\_\_\_\_\_\_\_\_\_\_ at the University of Central Florida.

The Faculty joins me in welcoming you to our unit and we are looking forward to a mutually beneficial relationship. If you accept this appointment, please sign a copy of this letter in the space provided and the employee agreement enclosed in this letter and return to \_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Chair/Director

I accept this Joint Appointment in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Central Florida.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date