**Template  
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Courtesy Letter of Appointment**

Dear [Name],

At the recommendation of the faculty in [unit name], I am pleased to invite you to join our department as a Courtesy [title]. This appointment expires on [date] and can be renewed upon mutual consent and recommendation of the faculty and approval of the Dean. University policy indicates that a courtesy appointment is non-tenure earning and carries no financial obligation on the part of the University.

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 committees as a member or co-chair with a regular Faculty member.] You will be listed as a(n) [title] on the unit’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 [unit name] 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 return to [name].

Sincerely,

[Chair/Director]

I accept this Courtesy Appointment in [unit name] at the University of Central Florida.

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Signature Date