**TEMPLATE**

**Customize items in green below**

**Items in red should be added for joint appointment letters**

**Joint/Secondary Joint Letter of Appointment**

Dear [Name],

At the recommendation of the faculty in [unit name], I am pleased to invite you to join our unit as a [Joint/Secondary Joint] appointment. 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 [date]]. [Joint Appt. ONLY: 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 [enter all relevant items. EXAMPLES: 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.] [Joint Appt ONLY: You will be evaluated by both your home and host unit where salary cost is shared.] You will be listed as a(n) [title/rank] 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 the employment agreement enclosed in this letter and return to [name].

Sincerely,

[Chair/Director]

I accept this Joint Appointment in [Unit Name] at the University of Central Florida.

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Signature Date