(Insert Date)

(Name)

(Address)

(City, State & Zip)

Dear (Insert Name):

On behalf of North Carolina State University and the Department of (Insert Department) in the College of (Insert College), I am pleased to offer you an appointment as a non-tenure track faculty member at the rank of Visiting (Insert Rank). This appointment is unsalaried for a (Insert term of appointment/year - may not exceed two (2) consecutive years. Subsequent visiting appointments may be made three (3) years after the end date of the most recent visiting appointment.) term on a/an academic year/fiscal-year basis beginning (Insert Date) and ending (Insert Date).

(Insert any specific departmental / college employment responsibilities / commitments here.)

This appointment is contingent upon verification of background checks, if required, verification of academic and professional credentials, and your agreement to abide by the policies, regulations and rules of the University. The information on the attached addendum is incorporated as part of this letter.

Please acknowledge your agreement and acceptance by signing this letter, and its incorporated addendum, and returning both to me by (Insert Date).

My colleagues and I are looking forward to your collaborating with us at NC State. Should you have any questions, please do not hesitate to contact me or (Insert Personnel Rep's Name).

Sincerely, Approved by:

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

(Name, Department Head) (Name, Dean)

cc: (Name, College/Division Business/HR Officer)

 Human Resources Information Management, Campus Box 7210

I accept and agree to abide by the policies and regulations of the University.



**Appointment Addendum – Visiting Faculty (unpaid)**

**Appointment Policies**

Your appointment to this position is subject to the Constitution and laws of the United States and the State of North Carolina, and to the policies, regulations and rules of the University of North Carolina and NC State University as adopted and as periodically revised or amended. NC State University policies, regulations and rules, and the UNC Code, are located online at <http://www.ncsu.edu/policies/homepage.php> and <http://www.northcarolina.edu/policy/index.php> respectively.

A Visiting appointment, *paid or unpaid,* may not exceed two (2) consecutive years. Subsequent visiting appointments may be made three (3) years after the end date of the most recent visiting appointment (<http://policies.ncsu.edu/regulation/reg-05-20-34>).

Your performance and responsibilities will be reviewed according to established University requirements and departmental / college evaluation criteria.

# Official Transcripts\*\*

If this visiting faculty appointment includes “for-credit” instructional responsibilities, an official copy of your transcript will be required.

If so, please request that an official academic transcript for all graduate-level courses and degrees be sent to NC State University by the institution granting the degree. If you hold multiple graduate degrees, please request that transcripts for all graduate degrees held be submitted. If the official transcript is in a language other than English, a certified English translation is also required.

*(If not, please indicate “not applicable” on the addendum.)*

Many U.S. institutions participate in the National Student Clearinghouse. If yours does, you can request online that an official transcript be sent to NC State. To request a transcript through the Clearinghouse, go to <https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp>.

If you hold degree(s) from other than an accredited U.S. institution, NC State will accept a transcript evaluation from an accredited foreign credential evaluation service such as World Education Services (<http://www.wes.org/>).

Your own unofficial copies cannot be accepted. Have the official transcript(s) sent directly by the institution or WES to:

**HR Information Management**

**Transcript Officer
North Carolina State University** I have requested official transcript(s): \_\_\_\_\_\_\_\_\_\_

**Campus Box 7210**   **(initial here)**

**Raleigh NC 27695**

*\*\* Required for all faculty appointments except (a) rehired NC State retired/emeritus faculty, and (b) adjunct faculty with no instructional role, and unless (c) all official transcripts already have been provided and are on file with HR Information Management.*