(Insert Date)

(Name)

(Address)

(City, State & Zip)

Dear (Insert Name):

On behalf of North Carolina State University and the Department of (Insert Department/Office Name) in the (Insert College/Unit Name), I am pleased to offer you an appointment as a Visiting Scholar. This appointment is unsalaried and does not carry faculty rank, with an appointment period not to exceed (Insert term of appointment/number of years - no longer than 2 years) term beginning (Insert Begin Date). This appointment is a courtesy affiliation with the University and is not subject to wages and benefits associated with paid employment.

(Insert any specific departmental / college employment responsibilities / commitments here.) [e.g. essential job functions and expectations, etc.]

This appointment is contingent upon your agreement to abide by the policies and regulations of the University. The information on the attached addendum is incorporated into 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 you 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/Hiring Official) (Name, Dean, VC, Provost or Chancellor)

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

 Human Resources Information Management, Campus Box 7210

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



Appointment Addendum - Visiting Scholar (non-faculty, unpaid)

# Appointment Policies

Your appointment 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) years. Subsequent reappointment(s) in a visiting appointment shall not be for a period of more than two (2) years <http://policies.ncsu.edu/policy/pol-05-15-01>).

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