Insert Date

Name

Street Address

City, State Zip Code

Dear Name:

On behalf of North Carolina State University and the Insert Department/School of Insert name of Department/School in the College of Insert Name of College, I am pleased to offer you an affiliation as a non-tenure track faculty member at the rank of Adjunct Insert Rank effective Insert Date. This affiliation is unsalaried and “at will” for a period not to exceed three (3) years and is not subject to wages and benefits associated with paid employment, nor does the service count toward paid employment or the attainment of a tenured position.

Insert a statement of parameters for the adjunct faculty member’s departmental contributions.

This appointment is contingent upon verification of background checks, if required, and your agreement to abide by the policies, regulations and rules of the University.

Please acknowledge your agreement and acceptance by signing this letter, and its incorporated Terms and Conditions, 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

I accept this affiliation and agree to abide by the policies, regulations and rules of the University of North Carolina system and NC State as adopted and as may be periodically revised or amended.

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Printed Name Signature / Date

cc: Name, College/Division HR Officer

Human Resources Information Management, Campus Box 7210