Insert Date

Name

Street Address

City, State & Zip Code

Dear Insert Name:

On behalf of North Carolina State University and the Select Department of School of Insert Department/School Name 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 NTT Rank. This appointment is unsalaried for term beginning Insert Begin Date and ending Insert End Date on Select academic/fiscal year basis. *This appointment may not to exceed two (2) consecutive years. Subsequent visiting appointments may be three (3) years after the end date of the most recent visiting appointment*.

Insert specific employment responsibilities / commitments.

Employment in this position is contingent upon a satisfactory background check, verification of academic and professional credentials and your agreement to abide by the policies, regulations and rules of the University, as well as any funding contingency (as noted on addendum). The information on the attached Terms and Conditions serves as part of this letter.

Please acknowledge your acceptance of this appointment by signing this letter, and its incorporated Terms and Conditions, and returning it to me by Insert Date.

My colleagues and I sincerely look forward to working with you at NC State University. 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 visiting appointment 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 Business/HR Officer

Human Resources Information Management, Campus Box 7210