**Last Updated: August 20, 2024**

**Instructions:**

1. Only us this template for Courtesy Faculty who will be Joint or Affiliate.
2. Letter must be printed on official UF letterhead.
3. Remove language from header and footer.

[Insert date]

Dear [Insert name]:

Dear Dr. Name:

With the concurrence of xxx, Dean, it is my pleasure to offer you an appointment as a Courtesy Joint/Affiliate TITLE in the Department of DEPT at the University of Florida College of xxx. Should you accept this offer, the appointment will become effective DATE and will end on DATE. This is an at-will non-remunerative appointment.

**Courtesy Faculty Activities**

As mutually agreed, your role as a Courtesy Faculty member will enable you to perform DUTIES. These activities are subject to change based on the needs of the department and/or college. Include explanation of how the appointment will benefit the applicant, department, and the college.

**Conditions**

Your appointment with the University of Florida is at-will. This means your appointment is for an indefinite period of time and it is subject to termination by you or the University of Florida at any time.

This is not a tenure accruing position, nor would you acquire credit toward tenure from any other teaching activity. I have been instructed to inform you that in the performance of this appointment, both parties are subject to the Constitution and Laws of the State of Florida and the rules and regulations of the Board of Trustees and the University of Florida.

All UF appointments are subject to university regulations and policies, including the Conflicts of Commitment and Conflicts of Interest Policy (<https://hub.policy.ufl.edu/s/article/Conflicts-of-Commitment-and-Conflicts-of-Interest>) and IP Policy (<https://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Intellectual-Property-Policy.pdf>). Regulations and policies that may affect your appointment are reviewed on an ongoing basis. To ensure that you are aware of the most current regulations and policies, please regularly visit the Regulations website at <https://policy.ufl.edu/> and the Forms and Policies website at <https://hr.ufl.edu/forms-policies/>. The State of Florida and the University of Florida retain the right to modify or rescind any law or regulation governing the conditions of your appointment.

**Compliance Training**

As a courtesy faculty member, you may be required to complete various trainings specific to your activities and college/unit as a condition of your appointment.

[Remove this section for appointments outside of the UF Health Science Center.]

Since your appointment is within the UF Health Science Center, you will be required to complete the university's Health Insurance Portability and Accountability Act (HIPAA) & Privacy training, which includes a Confidentiality Statement attestation.

**Volunteer Clinical Activities**

[Remove this section for appointments outside of the UF Health Science Center or if the following does not apply]

If your activities involve providing patient care at any UF Health location, you must complete and submit a professional liability questionnaire (PLQ) for volunteers to the chair and receive Dean approval before engaging in such activities.

Sincerely,

[Dean or Vice President Approval]

**Acceptance of Offer**

Please indicate your acceptance of our offer by signing below and returning a copy of the letter, with your original signature, to me no later than [date].

I understand and accept the conditions of this appointment as outlined above.

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[Insert Name] Date