**Last Updated: February 13, 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 a non-remunerative appointment.

**Courtesy Faculty Responsibilities**

Your responsibilities will include DUTIES. These responsibilities 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 employment.

**Confidentiality**

You are required to sign a statement agreeing to maintain the confidentiality of protected health information, as well as complete specialized training regarding privacy and security. Various other position-specific training, policies/procedures require annual or biannual training/acceptance as a condition of appointment.

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