**Last Updated: August 20, 2024**

**Instructions:**

1. Use this template for **Non-Joint/Affiliate** Courtesy Faculty only.
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 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.

[Remove the next section below for reappointments or transferring employees with no break in service]

As described in the [Courtesy Faculty Policy](https://policy.ufl.edu/policy/courtesy-faculty/), this appointment will be contingent upon your eligibility to work and completion of all required paperwork, including all forms and background checks. This includes your eligibility to work under the provisions of the Immigration Reform and Control Act of 1986 and the Controlled Substance Conviction Requirement of Chapter 893, Florida Statutes, completion of successful pre-appointment screening, which includes a review of criminal records, reference checks, verification of education, and experience.

Prior to the beginning of your appointment and throughout your time with the University, it is important to review and update your personal information (email, addresses, numbers) and your emergency contact information in [https://one.uf.edu/.](https://one.uf.edu/)

**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.

**Retirement** [Remove this section for reappointments or transferring employees with no break in service]  
A faculty member who has retired from the University of Florida or another FRS covered employer must comply with the [UF Policy on Post-Retirement Volunteer Services](https://policy.ufl.edu/policy/post-retirement-volunteer-services/) in order to provide volunteer services as Courtesy Faculty during the first 6 calendar months after the effective date of retirement from the State of Florida. By signing this letter, you acknowledge that you assume all financial and other risks if it is determined your service as Courtesy Faculty is inconsistent with the law as interpreted or applied by the State of Florida.

**Employment of Relatives**[Remove this section for reappointments or transferring employees with no break in service]

The University of Florida is committed to a policy of employment and advancement on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives per UF Regulation 1.009 (<https://regulations.ufl.edu/wp-content/uploads/2012/09/1.009.pdf>). If you have a relative and/or person living in the same household employed by the university, provide their name and department in the space below:

|  |  |
| --- | --- |
| **Name**: | **Department**: |

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Name] Date

|  |
| --- |
| For Department Use Only |
| Will this appointment have access to, or engage in research at the University of Florida?  See researcher and research support screening information [here](https://admin.hr.ufl.edu/hiring/employee-background-screening/researcher-and-research-support-screening/).  Yes\*  No  \*If “Yes,” in compliance with Florida Statute 1010.35, all candidates for researcher and research support positions are required to undergo additional screening. Department will need to provide the following link and information to go through the screening process.  <https://explore.jobs.ufl.edu/cw/en-us/job/527535?lApplicationSubSourceID=> |