**Last Updated: February 13, 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 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.

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

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-employment screening, which includes a review of criminal records, reference checks, and verification of education.

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 [one.uf.edu.](https://one.uf.edu/)

**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.

**Retirement** [Remove this section for reappointments or transferring employees with no break in service]Individuals who have retired under the Florida Retirement System in the last 12 calendar months are not eligible to serve as courtesy faculty per FRS guidelines which can be located at (<https://www.myfrs.com/FRSPro_ComparePlan_Reemp.htm>).

**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.

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[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://hr.ufl.edu/manager-resources/recruitment-staffing/researcher-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=> |