*<FirstName LastName>*

*<address>*

*<City, ST, Zip>*

*<Date>*

Dear *<Name>*:

It is my pleasure to inform you that you have been awarded a Courtesy appointment in the *<Unit> <Department/Institute>*. Your working title may be adjunct *<Instructor, Assistant, Associate, or full Professor>* effective *<date>* through *<date>*. This is an unranked, non-compensated, non-tenure track (NTT) position, renewable annually at the discretion of the university.

Throughout your courtesy affiliation, your appointment falls within the *<School>* of *<Unit>* and *<name/Dean/Department Chair/Faculty member name>* will sponsor you in your courtesy appointment. Your contributions to our organization will include: *<enter expectation of duties/responsibilities of candidate>*. Those persons serving in academic courtesy appointments are subject to abide by the UM System Collected Rules and Regulations[[1]](#footnote-1), including Standards of Faculty Conduct[[2]](#footnote-2) and all policies of the University of Missouri-Kansas City. In exchange, we will provide you with official courtesy affiliation to the *<department name>* Department of the *<unit>,* which includes the following benefits:*<UMKC ID card, library privilege, email (there may be a charge from IS to the department to set up a courtesy email account), access to office/lab space and/or any other benefits (if any)>.*

On behalf of the *<unit>*, I wish to convey our appreciation of your vital contributions to and our common interests in *<goal/benefit to university of courtesy affiliation>*.

Sincerely,

*<Dean/Vice Chancellor signature block>*

Cc: *<Unit Human Resources Facilitator/Business Partner*

 *<Department Chair>*

 *<Other>*

**Acceptance of Offer:**

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Name, Credential                                                                    Date

1. <https://www.umsystem.edu/ums/rules/collected_rules/fullindex> [↑](#footnote-ref-1)
2. <https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330/330.110_standards_of_faculty_conduct>; [↑](#footnote-ref-2)