

**UNCOMPENSATED ADJUNCT FACULTY APPOINTMENT FORM**

Department Name \_\_\_\_\_ Date \_\_\_\_\_

Candidate Name \_\_\_\_\_ E # \_\_\_\_\_

Current Position \_\_\_\_\_

Current Address \_\_\_\_\_

Education \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Curriculum Vitae on file in Dean's office? \_\_\_\_\_

Reason for appointment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Term of appointment (maximum 2 academic years):

From \_\_\_\_\_ To \_\_\_\_\_

Recommendations for approval:

\_\_\_\_\_  
Signature Date Department Chair

\_\_\_\_\_  
Signature Date Academic Dean

\_\_\_\_\_  
Signature Date Vice President

Personnel Office Use Only:

Letter of appointment sent \_\_\_\_\_ (date)

Letter of acceptance received \_\_\_\_\_ (date)

VP and Dean notified of appointment \_\_\_\_\_ (date)

VP and Dean notified of acceptance \_\_\_\_\_ (date)

D R A F T

**LETTER OF APPOINTMENT FOR UNCOMPENSATED ADJUNCT FACULTY**  
(Non-ETSU Faculty/Administrator)

(Date)

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear X:

Upon the recommendation of (name of dean), Dean of (name of college/school), and (name of VPAA), Vice President for Academic Affairs, I am pleased to offer you an appointment to the Adjunct Faculty of the Department of (name of department). Your appointment will be effective August 15, 20 \_\_ and will continue until August 14, 20 \_\_.

Because of the special nature of this appointment, there will be no consideration for tenure or University fringe benefits, and since there is no financial consideration involved, no contract is included. A return letter from you accepting the appointment will be the only requirement for our records.

As an adjunct faculty member, you may purchase a faculty/staff parking decal and you will qualify for a library courtesy card.

We are pleased to have you as an adjunct faculty member; we know that the relationship will be most beneficial to the Department of (department). We appreciate your interest in ETSU and the support you are willing to give in our behalf.

Sincerely,

XXXXXXXXXXXXXXXXXX  
President

XXX:xx

xc: VP  
Dean X  
Personnel

D R A F T

**LETTER OF APPOINTMENT FOR UNCOMPENSATED ADJUNCT FACULTY**  
(Current ETSU Faculty/Administrator)

(Date)

XXXXXXXXXXXXX  
XXXXXXXXXXXXX  
XXXXXXXXXXXXX

Dear X:

Upon the recommendation of (name of dean), Dean of (name of college/school), and (name of VPAA), Vice President for Academic Affairs, I am pleased to offer you an appointment to the Adjunct Faculty of the Department of (name of department). Your appointment will be effective August 15, 20 \_\_ and will continue until August 14, 20 \_\_.

Because of the special nature of this appointment, there will be no consideration for tenure in that department or additional fringe benefits. A return letter from you accepting the appointment will be the only requirement for our records.

We are pleased that you are willing to share your knowledge and expertise with another unit in the University. This association should be most beneficial to the Department of (department).

Sincerely,

XXXXXXXXXXXXXXXXX  
President

XXX:xx

xc: VP  
Dean X (School/College of Adjunct Appointment)  
Dean X or Supervisor of Current Appointment  
Personnel