

(Date)

(Name)

(Address)

(Address)

Re: Your Courtesy Appointment

Dear (Name):

On behalf of Dean Underwood and the College of Health & Human Sciences, I am

pleased to offer you a courtesy appointment as (Faculty Rank) Professor in the Department of (Dept Name) at Purdue University effective (start date of appointment). This appointment was recommended by the faculty in (area recommending courtesy appointment). (If the appointment will be reviewed at regular intervals, include a sentence something like, “This appointment is for a period of (number) years. It will be reviewed and may be renewed before the end of that period.”)

Courtesy appointments do not involve any instructional or financial commitments by you or by our department. Instead, the appointments recognize mutually beneficial relationships between faculty in our department and in other departments. Those relationships will help our faculty and our graduate students to make connections across disciplines that will enhance their scholarship and development. The appointment does not confer voting rights or other benefits accruing to regular faculty.

I am confident that your relationship with our department will be enjoyable and rewarding. If you are willing to accept this appointment, please let me know by (date). If you have any questions, please contact me at (phone number) or via email at: (email address).

Sincerely,

(Department Head Name)

(Title)