[Dept. Head Letterhead]

*[Insert Date]*

*[First Name] [Last Name]*

*[Institution Name-where Visiting Scholar is coming from]*

*[Address]*

*[City], [State] [Zip Code]*

Re: Extension of Appointment as Visiting Scholar at Purdue University

Dear *[Dr./Mr./Ms.] [Last Name]*:

On behalf of Dean Underwood and the College of Health and Human Sciences, it is my sincere pleasure to offer you an extension of your appointment as a Visiting Scholar in the *[School/Department name]* at Purdue University that was offered on [*Date of original offer letter]* This offer is contingent upon the satisfaction of various conditions as described in this letter. Your appointment began on *[insert start date]* and will be extended to [*insert end date]*.

Visiting Scholars are invited to the University to engage in scholarly activities for their own academic enrichment and that of the department in which they have an appointment. *[Insert primary contact name]* will serve as your principal point of contact while you are at Purdue University. Although you will have no formal departmental duties, we hope that you will become an active member of our scholarly community and will participate in University events. It is expected that you will *[briefly outline research/work of the visiting scholar]* while at Purdue.

*Applicable Terms & Conditions affecting Visiting Scholars*

Your Visiting Scholar appointment does not carry any salary or benefits. [You will be eligible to purchase a parking permit during the length of your appointment, but prior to leaving the University, we ask that you return your permit to Parking Facilities. The permit is non-transferable. In addition, you will be issued a Purdue identification card, be able to use library facilities, and your name will be listed in the University directory and on appropriate mailing lists.]

As a Visiting Scholar at Purdue University, your appointment is subject to all applicable Purdue University policies, as they may be amended from time to time. It is your responsibility to become acquainted with the following policies, which are specifically incorporated into this letter:

1. C-12 “Classes of Purdue University Appointments for Personnel Not on the University Payroll”

<http://www.purdue.edu/policies/human-resources/c-12.html>

1. I.A.1 “Intellectual Property”

[www.purdue.edu/policies/academic-research-affairs/ia1.html](http://www.purdue.edu/policies/academic-research-affairs/ia1.html).

Please note that policy I.A.1 referenced above requires Visiting Scholars who create intellectual property (“IP”) in the course of their employment with Purdue University to execute a general assignment of such IP in favor of Purdue, subject to certain exceptions, including one for certain scholarly and instructional copyrightable works. By accepting this offer letter, you will be making a prospective assignment of Purdue Intellectual Property (as defined in policy I.A.1) that you create in the course of your employment with the University.

*Conditional Offer*

This offer is also contingent upon your obtaining and maintaining appropriate immigration status to permit you to work as a Visiting Scholar.

This letter and the policies referenced above contain the entire agreement concerning your appointment with the University. If these terms are acceptable and if you assent to the assignment of Purdue Intellectual Property, as described above and defined in Policy I.A.1, please sign where indicated below and return a signed copy to me by *[insert date].*

The faculty and staff join me in welcoming you to *[School/Department Name]* and look forward to working with you. We trust that it will be mutually rewarding.

Sincerely,

*[Department/School Head]*

*[Department/School Name]*

*[College Name]*

I have read and understand this letter and the policies referenced above, I agree to the terms and conditions of this appointment, and I hereby assign to Purdue University all Purdue Intellectual Property that I may create in the course of my appointment with the University.

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*[First Name] [Last Name]* Date