[Dept. Head Letterhead]

[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

Re:   Offer of Appointment as Affiliate Staff at Purdue University

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

On behalf of Dean Underwood of the College of Health and Human Sciences, it is my sincere pleasure to offer you an appointment as an affiliate staff member in the [Department/School Name] at Purdue University.  This offer is contingent upon the satisfaction of various conditions as described in this letter.  Your appointment will begin on [Date].

Affiliate staff are invited to the University to provide ancillary service to 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 community and will participate in University events.  It is expected that you will **{BRIEFLY OUTLINE RESPONSIBILITY/WORK OF THE AFFILIATE STAFF}** while at Purdue.

*Applicable Terms & Conditions affecting Affiliate Faculty*

Your Affiliate Staff 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 an Affiliate Staff 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. VI.B.3 “Appointments for Personnel Not on Payroll”

[www.purdue.edu/policies/human-resources/vib3.html](http://www.purdue.edu/policies/human-resources/vib3.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 Affiliate Staff who create intellectual property (“IP”) in the course of their appointment 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 appointment with the University.

*Conditional Offer*

This offer is contingent upon successful completion of a background check conducted on all positions at Purdue University.  You will be contacted *via* email by “HireRight,” the company that the University relies upon to perform the background check.  Please respond promptly with the requested information.

**[if applicable – delete I-9 section if the position does not carry any salary or benefits]**

This offer is contingent upon submitting proof of your identity and eligibility to work in the United States. All employees working in the United States are required to complete the ***Form I-9, Employment Eligibility Verification.***  Section 1 must be completed ***prior to*** your hire date. Section 2 of the Form I-9 requires you to physically present original and unexpired document(s) from the [List of Acceptable Documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents%22%20%5Co%20%22https%3A//www.uscis.gov/i-9-central/form-i-9-acceptable-documents) in person and must be completed **no later than your third business day of employment**.  **Failure to complete this federally required document within three business days of your hire date will result in termination of your employment.**

* Prior to your hire date, you will receive an email titled “Welcome Letter*”*from *Purdue HR*, which will include a link to complete some of your onboarding documents electronically, including the Section 1 of the Form I-9.
* Follow the instructions from your Welcome Letter to complete Section 2 of the Form I-9, which must be done in person.
* You must either schedule an appointment with your [Employment (Payroll) Center](https://www.purdue.edu/hr/paytimepractices/paycenter.php%22%20%5Co%20%22https%3A//www.purdue.edu/hr/paytimepractices/paycenter.php%22%20%5Ct%20%22_blank), or, if it is determined that you will not be near a Purdue University campus by your third day of employment, follow instructions to complete the Remote Form I-9 process.

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 [Department/School 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