



ILLINOIS INSTITUTE OF TECHNOLOGY

Date

Name

Full Address

Via email to: Email

Dear Name,

Based on the recommendation of the [Chair] of the [department name] and the approval of Interim Provost & Senior Vice President for Academic Affairs Kenneth Christensen, I am pleased to offer you the appointment as a Visiting [Scholar/Faculty] in the [department] at the [college] at Illinois Institute of Technology ("Illinois Tech"), to conduct research on [name of research project] from [start date] to [end date]. For the duration of this visiting appointment, you will focus your research on [name of project]. During this time, your faculty sponsor will be [faculty name].

The department, college or university will provide no compensation for this appointment. This appointment comes with no expectation that you will perform or undertake any particular compensatory services for the university. At all times during the period of this unpaid visiting appointment, you will be responsible for the payment of your travel and living expenses, including health care.

This appointment does not represent, and shall not be deemed for any purpose to represent, any manner or offer of full-time or part-time employment with Illinois Tech, and this appointment carries no implication of any continuing connection or appointment with Illinois Tech. Further, this appointment is being made with the expressed understanding that you will be entitled to no benefits of any kind other than the salary noted above.

The university reserves the right to change applicable policies and procedures after all necessary approvals, including the President and, if required, the Board of Trustees. Your acceptance of this appointment constitutes your express acceptance of and agreement to abide by such policies and procedures, including revisions to them.

I trust that your association with Illinois Tech on this endeavor will be professionally productive and personally enjoyable.

Sincerely,

I hereby accept the [Title] role at the Illinois Institute of Technology.

[First Name] [Last Name]

Date

Cc: Dean
Provost
Human Resources