

[Date]

[Name]
[Address]

Dear:

I am pleased to confirm your non-salaried appointment as (TITLE) in the Department of (Department) at Stony Brook University. This is a temporary appointment subject to University policies and procedures.

This appointment would be effective (Date). Although a non-salaried appointment may end at any time, it is expected that it would continue through (End Date). The nature of your appointment will include (Responsibilities). This appointment will be under the direction of (Name). As a (TITLE) you will have access to the University's library resources, be able to audit courses in your area of research without obtaining credit or an official transcript, and receive advice from Stony Brook's faculty.

If you wish to accept this non-salaried appointment, please sign and date the endorsement below on the enclosed copy of this letter, and return that copy to me as soon as possible. Your appointment will be processed as soon as we receive the signed offer letter and the enclosed demographic form.

We are delighted at the prospect of you joining the (College/School) at Stony Brook University.

Sincerely,

(NAME)
Dean, (COLLEGE)

I accept the terms stated above:

Signature _____

Date _____

cc: Departmental file
Human Resource Services