

**DRY FACULTY APPOINTEES  
INITIAL APPOINTMENT LETTER TEMPLATE  
PER SPG 201.34-2: CLASSIFICATION AND APPOINTMENT OF DRY  
FACULTY APPOINTEES**

**DATE**

**NAME  
ADDRESS**

Dear \_\_\_\_\_:

I am very pleased to offer you a position on our faculty as [DRY APPOINTEE TITLE] for an initial X-year term [MAY APPOINT UP TO THREE YEARS INITIALLY] from [START DATE] to [END DATE.] This position will be without salary (i.e., a dry appointment). Reappointment in this position is contingent upon a review to determine whether the position continues to meet the needs of [SCHOOL/COLLEGE/UNIT.] Please see [WEB LINK(S) OR ATTACHMENT(S)] for the process for reappointment and promotion [INCLUDE PROMOTION LANGUAGE AND LINK TO PROCESS ONLY IF YOUR UNIT HAS A PROMOTION PROCESS FOR DRY FACULTY APPOINTEES.]

[NAME OF UNIT REP RESPONSIBLE FOR OVERSIGHT OF DRY APPT (DEAN, ASSOCIATE DEAN, CHAIR, SUPERVISOR)], will oversee your appointment and act as your supervisor. Your responsibilities as a [DRY APPOINTEE TITLE] will be [LIST EXPECTATIONS FOR DUTIES/RESPONSIBILITIES OF THE DRY FACULTY APPOINTEE. IN ADDITION, INCLUDE SPECIFIC GUIDANCE ABOUT THE APPOINTEE'S ROLE IN INSTRUCTION, INCLUDING SUPERVISION/INSTRUCTION OF STUDENTS AND TRAINEES AND THE DRY APPOINTEE'S ROLE IN RESEARCH AND/OR SERVICE AS APPLICABLE.]

[SCHOOL/COLLEGE/UNIT] will provide at no cost to you: [LIST ALL RIGHTS AND PRIVILEGES THE DRY APPOINTEE WILL HAVE WITHIN YOUR UNIT AND THE UNIVERSITY. ALSO INCLUDE DATA/INFORMATION ACCESS; PHYSICAL RESOURCES (OFFICE, COMPUTER, ETC.); VOTING/GOVERNANCE ELIGIBILITY.]

This offer is contingent on the successful completion of a background screening. Our vendor will be contacting you directly via email for additional information needed to complete this process. It is critical that you complete this information as soon as possible to expedite your hire process.

This offer is contingent on meeting all employment authorization requirements and applicable immigration regulations before your start date. In addition, your continued employment with the University is contingent on your maintaining valid employment authorization and your ongoing compliance with the applicable immigration regulations.

[INCLUDE THIS PARAGRAPH IF APPLICABLE LISTING ALL CONDITIONS OF APPOINTMENT AND REQUIREMENTS] This offer is also contingent upon successful completion of [RESTRICTED PARTY SCREENING, REQUIRED TRAINING, UNIT-SPECIFIC REQUIREMENTS SUCH AS DRUG TESTING, PROFESSIONAL LICENSURE, ETC.]

If you find this offer acceptable, please sign and send via email to [NAME AND EMAIL] no later than [DATE.]

Sincerely,

APPROPRIATE SIGNATURE BLOCK & SIGNATURE

I accept the offer as outlined above:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE