July 28, 2014

«first» «last»

«address»

«city»

Dear «title» «last»:

I am pleased to confirm your appointment as Courtesy «rank» in the «department» sponsored by «head». The appointment will begin «start» and will be reviewed for renewal at the end of each academic year.

Like all academic appointments, this position is subject to the provisions of the Oregon Administrative Rules of the State Board of Higher Education. If you have any questions, please see the pertinent sections of the Unclassified Personnel Services web site that relate to Courtesy appointments: **ups.uoregon.edu/node/60**

I wish to call to your attention that our policy requires that you use the full title, i.e. “Courtesy «rank»,” when describing your affiliation with the university.

With all best wishes,

Barbara K. Altmann

Vice Provost for Academic Affairs

BKA/lw

cc: «head»

Faculty File