***(PLEASE COPY, REVISE AND PRINT TO YOUR DEPARTMENT LETTERHEAD)***

**Courtesy Appointment Notice**

Date

Inside Address

Dear [Name of Courtesy Appointee]:

I am pleased to notify you that you have been provided a courtesy appointment in the [Department/College/Unit]. We are pleased that you will be collaborating with us.

The courtesy appointment is effective [START DATE] and extends to [END DATE]. If you continue in this role beyond that date, you will receive a letter of reappointment. Your courtesy appointment is revocable at any time at the discretion of the [Unit Head’s title].

Courtesy appointments are at the discretion of the [Unit Head’s title] and are subject to the OSU policy that is attached for your reference. While your courtesy faculty status does not confer employment, you are eligible for various OSU privileges as noted in the policy.

As a courtesy appointee in [Department/College/Unit], your collaborative activities and associated expectations will include [mention responsibilities such as those cited in the policy].

If you are new to OSU, University Human Resources will shortly send you a welcome message that contains your OSU ID Number and instructions on how to create an OSU Network Identification (ONID) account. The ONID account authorizes your access to University services in support of your collaboration. Please activate your ONID account as soon as possible. To learn more about your ONID account and to register, visit the [ONID website](http://onid.oregonstate.edu/).

The Family Educational Rights and Privacy Act of 1974 protects the privacy of student records and regulates how information is used. Release of all student records at Oregon State University is bound by FERPA, the Oregon Revised Statutes, and by the Oregon Administrative Rules. If your collaboration requires access to student records (i.e., serving on graduate student committees), you must complete mandatory [FERPA training](https://registrar.oregonstate.edu/ferpa-training-module) before beginning any courtesy activity.

Oregon State University has a technology transfer program. Upon your appointment, you will be asked to sign an agreement concerning the rights to technology developed during your relationship with OSU. If you would like additional information about this program or have questions, please contact the Office of Commercialization and Corporate Development, Kerr Administration Building B308, (541) 737-0674.

Sincerely,

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[Department Head/Chair] [Unit head (if desired)]

c: HR Support Services ([hrsupportservices@oregonstate.edu](mailto:hrsupportservices@oregonstate.edu))