CURRENTDATE

APPLICANTLNAME

APPLICANT ADDRESS

APPLICANT ADDRESS

Dear APPLICANTFNAME:

I am pleased to offer you the status of Adjunct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the Department of DEPARTMENT at Mississippi State University, beginning on OFFERSTARTDATE and ending on OFFERENDDATE.

Although you will not be an employee of the university or receive any compensation, you will be given certain privileges at the university by virtue of this appointment. You are eligible to be granted access to       and to have access to the Mitchell Memorial Library and other university facilities. You are also eligible to apply for a parking permit.

The Department will provide you with      . Your responsibilities will include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will serve as your primary contact while at Mississippi State University.

We look forward to having you as an Adjunct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the mutually beneficial results of your appointment *Include the following sentence if the individual is coming to MSU on a J-1 visa:* You will be hosted by MSU on a J-1 non-immigrant visa and subject to the rules and regulations of that visa type, including health insurance as mandated by federal government regulation.

Sincerely,

Department Head

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

C: David Shaw, Provost and Executive Vice President

Human Resources

Information Technology Services

*When research is involved also copy the appropriate Vice President.*

*If this person will serve on graduate committees also copy the Graduate School.*

*Please provide a current CV for the applicant.*