

Name: _____

Home Address: _____

The conditions and terms of the offer being made to you are outlined below:

Position/Rank: _____

Academic Department: _____ Academic College: _____

Pay Base: A (12 months) B (9 months)

Employment Terms: Full-time Part-time Fraction: _____

Affiliate Appointments are unpaid.

Start Date: The affiliate appointment will begin on _____

It is an term appointment, ending on _____

Special Conditions: _____

This appointment is offered subject to the approval of the State Board of Regents, subject to the continuing availability of funds, and subject to lawful work eligibility upon the start of employment.

Appointment offered by: _____

Department Chair

_____ Date

Offer approved by: _____

College Dean

_____ Date

I have read and I understand the offer and its terms and conditions, and I agree to these terms and accept this offer. The terms of this offer may be modified only by subsequent written agreement signed by both parties. Further, I understand that this agreement is made in accordance with the policies found in the Iowa State University Faculty Handbook and the Policy Library, which are subject to routine review and amendment. I understand that a basic term and condition of my employment requires my compliance with the Iowa State University Faculty Handbook and the Policy Library, now in effect and as hereinafter amended.

Signed: _____ Date: _____ Soc Sec. No. _____

Note: Disclosure of your Social Security Number (SSN) is not required by law upon acceptance of a job offer. Iowa State University requests you provide your SSN at this time in order that various administrative processes, including establishing your payroll/personnel record, can be initiated. The privacy and confidentiality of your SSN is protected by Federal and State law and will not be disclosed without your consent except as allowed by law.

Please return this letter by: _____ to the Department Chair.

PLEASE NOTE: Affiliate appointments carry no obligation for renewal, so that no special notification of intent not to renew is necessary. Persons on affiliate appointments are not considered to be members of the General Faculty and have no voting rights in faculty matters, nor does service in these positions accrue time toward tenure.

Copies to: Appointee, Department Chair, Dean; original to Provost Office.