[Insert Date]

[Name]

[Street Address]

[City, State Zip Code]

Dear [Insert Name]:

On behalf of North Carolina State University (NC State) and the [Insert Department Name] in the [Insert College/Division Name], I am pleased to offer you a non-research based faculty affiliation at the rank of **[Insert Modifier/Insert Rank; excluding “Research” modifier]** effective [Insert Date]. This affiliation is unpaid, is not subject to wages and benefits associated with paid employment, nor does the service count toward paid employment or the attainment of a faculty position. The affiliation is expected to be for a period up to [insert period not to exceed 3 years] with continuation or discontinuation at the discretion of the Dean (or Dean’s designee).

[Insert a statement of the faculty member’s specific responsibilities and/or departmental contributions. Include any work obligation or effort (FTE) as applicable.]

This appointment is contingent upon a satisfactory background check, verification of academic and professional credentials and your agreement to abide by the policies, regulations and rules of the University. You may be subject to additional health and safety requirements that have been imposed at or after the time of appointment, including, where applicable, those issued by NC State, the UNC System, federal or state agencies, or other collaborating agencies or organizations, and which are necessary for the performance of your duties and responsibilities. You are expected to comply with all applicable requirements for your appointment.

Please acknowledge your agreement and acceptance by signing this letter, and its incorporated Terms and Conditions, and returning both to me by [Insert Date].

Should you have any questions concerning this affiliation, please do not hesitate to contact me or [Insert name of HR Representative].

Sincerely, Approved by:

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[Name], Department Head [Name], Dean

I accept this affiliation and agree to abide by the policies, regulations and rules of the University of North Carolina system and NC State as adopted and as may be periodically revised or amended.

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Appointee Printed Name / Signature Date

cc: [Name, College/Division HR Officer]

The following Terms and Conditions for Appointment as an unpaid affiliate, faculty or visitor at NC State must be read and agreed to by the appointee in order to be allowed access to facilities and property of North Carolina State University (NC State):

1. **Compliance with University Policies, Regulations, and Rules.** Your appointment at NC State is subject to the laws of the United States and the State of North Carolina, and to the policies, regulations, and rules of the University of North Carolina and NC State as adopted, and as may be periodically revised or amended. You specifically agree to abide by the policies, regulations, and rules of NC State, which are located at <https://policies.ncsu.edu> as well as the UNC System [policies.](http://www.northcarolina.edu/apps/policy/index.php) In addition, your appointment is contingent upon your compliance with any and all health and safety requirements that have been imposed at or after the time of appointment, including, where applicable, those issued by NC State, the UNC System, federal or state agencies, or other collaborating agencies or organizations, and which are necessary for the performance of your duties and responsibilities.
2. **Completion of Background Check.** This appointment is contingent on the individual's consent to and the completion of a background check intended to evaluate an individual to determine whether any conviction, or plea that constitutes an acknowledgement of responsibility, (as defined by [NCSU REG 05.55.08—Background Checks](https://policies.ncsu.edu/regulation/reg-05-55-08/)) would render the individual unsuitable to be affiliated with NC State. The criminal background check does not have a “cap” on the number of lookback years; disclosure should include all convictions. A prior criminal conviction does not automatically disqualify an individual from consideration. Eligibility depends on a variety of factors such as the nature of, and circumstances surrounding, any crime(s); the time elapsed since conviction (or plea acknowledging responsibility) and the rehabilitation record; the actions and activities of the individual since the crime(s), including the individual’s subsequent work history; the truthfulness and completeness of the candidate’s disclosure of the conviction(s); and any other relevant information. Other background checks (e.g. credit checks, motor vehicle checks) may be required for certain positions. Background checks will not be used to discriminate on the basis of race, color, national origin, religion, sex (including gender and pregnancy), disability, age, veteran’s status, sexual orientation, or genetic information.
3. **Duty to Report Conviction.** Appointees are required to report any conviction (as defined by [NCSU REG 05.55.08 – Background Checks](https://policies.ncsu.edu/regulation/reg-05-55-08/)) to their sponsoring unit within five (5) days of the conviction. Any affiliate who fails to report a conviction or to cooperate with NC State with respect to obtaining information surrounding such conviction shall be subject to termination of the appointment.
4. **Illegal Substance-Free Workplace.** It is the policy of NC State to maintain an illegal substance-free workplace and campus. The unlawful manufacture, distribution, possession and/or the use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on NC State’s campus, in the workplace, or as part of any of the university’s activities. The workplace includes all university owned or leased premises and wherever any university program or activity is being conducted. Any appointee reporting to campus under the influence of alcohol or illegal drugs or using alcohol or illegal drugs while on university property or while acting in the affiliation role shall be subject to immediate termination of appointment. More information may be found at [NCSU POL 04.20.02 – Alcohol Policy](https://policies.ncsu.edu/policy/pol-04-20-02/), [NCSU POL 04.20.05—Illegal Drugs](https://policies.ncsu.edu/policy/pol-04-20-05/) and [NCSU REG 04.20.01—Alcohol Regulation](https://policies.ncsu.edu/regulation/reg-04-20-01/).
5. **Non-Research Appointment.** Appointee acknowledges their position at NC State is for the sole purpose of teaching and/or participating in other educational activities, and in their role, they will not be conducting research and will not be utilizing NC State facilities, equipment, time, funds or related resources for any research project. Appointee will not be allowed and agrees not to conduct any research at NC State, including without limitation research funded by the federal government, by state appropriation, by university (departmental, foundation, etc.) funds or by private industry. Appointee understands they are not authorized to, must exclude themselves from, and hereby agrees, they will not perform any research at NC State or collaborate with any NC State personnel that could result in the conception, discovery, development, or creation of intellectual property. If Appointee engages in any unauthorized activity while performing in their position at NC State that results in the conception, discovery, development, or creation of any intellectual property then Appointee will assign, and hereby does assign to NC State their entire right, title, and interest in such intellectual property. In addition, Appointee understands that they are not authorized to participate on any graduate student committee unless that participation is reviewed the Office of Research Commercialization and appropriate permissions are obtained prior to such participation. If Appointee wishes to conduct or collaborate on research at NC State, Appointee acknowledges and understands they will only be allowed to do so after signing the NC State Patent Agreement or other appropriate agreement that addresses the ownership rights of intellectual property.
6. **Confidentiality.** Appointee acknowledges that, in the course of their serving on graduate student committees and/or performing other adjunct duties, confidential proprietary information (including, but not limited to, un-published data, research results, technical information, know-how, and compounds) of NC State or a third party may be disclosed to them. Appointee agrees to keep the information confidential and will not disclose this information to any person other than members of the pertinent student committee or other NC State employees who have a need to know and right to receive such information. Appointee agrees that they will not use the information for any purpose other than that for which the information was provided to them and as consistent with my duties and obligations to NC State under their appointment.
7. **Postdoctoral Employment Policies and Proof of Work Authorization.** Postdoctoral positions at NC State University are time-limited appointments for no longer than five (5) cumulative years from the effective date of the initial appointment. Please refer to [NCSU REG 10.10.08 (Postdoctoral Scholars)](http://policies.ncsu.edu/regulation/reg-10-10-08) for additional policies that affect this appointment.
8. **Verification of Credentials.** Any appointee considered as instructional faculty is subject to [NCSU REG 05.20.40 – Instructor Qualifications](https://policies.ncsu.edu/regulation/reg-05-20-40/), which may require provision of an official transcript from the issuing institution. When the credentials involve an earned degree from a foreign institution, appropriate documentation may require an evaluation of the transcript by a certified external evaluation agency (i.e., World Education Services). Appointees are responsible for any cost associated with providing the documentation of qualifications to NC State. If NC State is unable to verify an appointee’s credentials, the appointee is subject to termination for failure to comply with a term or condition of appointment.

Many U.S. institutions participate in the National Student Clearinghouse. If yours does, you can request online that an official transcript be sent to NC State. Click the link to request a transcript through the [Clearinghouse](https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp).

If you hold degree(s) from other than an accredited U.S. institution, NC State will accept a transcript evaluation from an accredited foreign credential evaluation service such as World Education Services.

Official transcripts should be sent directly by the institution or certified external evaluation agency to the following mailing address or email address (we cannot accept transcripts from the employee):

**HR Information Management**

**Transcript Officer**

**North Carolina State University**

**Campus Box 7210**

**Raleigh, NC 27695**

Email: hrimtranscriptofficer@ncsu.edu

I certify that I have read and understand the foregoing Terms and Conditions for this unpaid appointment. I hereby agree to these Terms and Conditions with respect to affiliation with NC State. I understand that a failure to comply with the Terms and Conditions for this unpaid appointment may either result in the appointment being rescinded, the appointment agreement being voided, or if I have begun work, the appointment being terminated.

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Appointee Printed Name / Signature Date