[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 an affiliation **[SELECT ONE**: as an **unpaid researcher OR:** at the rank of **[Insert Modifier/Insert Rank].** 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] effective [MONTH DAY, YEAR]; or insert begin and end dates for fixed term not exceed 3 years] with continuation or discontinuation at the discretion of the Dean (or Dean’s designee).

This affiliation appointment is contingent upon a satisfactory background check, **[IF FACULTY, INCLUDE THE FOLLOWING**: verification of academic and professional credentials] and your agreement to abide by the policies, regulations and rules of the University as adopted and as may be amended. 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 agreement to abide by the terms and conditions of this letter, and the terms and conditions of your Visiting Researcher Agreement, which is attached hereto and incorporated by reference 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/Hosting Official] [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 Business/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. **Visiting Researcher Agreement.** Appointees must comply with and abide by the University’s [Patent and Tangible Research Policy, NCSU POL 10.00.01](https://policies.ncsu.edu/policy/pol-10-00-01/). This means that appointees will be required to sign a Visiting Researcher Agreement acknowledging and agreeing to these obligations.
6. **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.
7. **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