**Offer Letter for Visiting (Assistant/Associate/Professor/Scholar) Appointment – Unpaid**

(please remove the above title and place this letter on your unit/department electronic letterhead)

**Date**

**Name**

**Address**

**City, State, Zip Code**

Via email: **Email Address**

Dear **Name:**

I am pleased to invite you to join us at The University of Texas at Arlington (UTA) with the title of Visiting (**Assistant Professor/Associate Professor/Professor/**

**Scholar**). You will be assigned to the Department of **Department Name** and your duties and schedule will be determined by your supervising professor, **Supervisor’s First and Last Name**, **Supervisor’s Title**. (INSERT or DELETE AS APPLICABLE) Please review enclosed description of job duties.

All faculty, administrators, and staff are subject to the relevant provisions of the [Rules and Regulations of the Board of Regents](https://www.utsystem.edu/offices/board-of-regents/regents-rules-and-regulations) and the [Handbook of Operating Procedures](https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.main) of The University of Texas at Arlington and to applicable state and federal laws.

Your appointment will be effective from **Start Date** through **End Date**. This appointment is without pay or tenure and for the indicated period only. Should you be renewed for this position, a renewal appointment letter will be issued to you.

(INSERT or DELETE PARAGRAPH BELOW AS APPLICABLE)

You are currently a **Position** at **name of institution/entity and city/state/province/country** and will remain employed at **name of institution/entity** while you are a Visiting (**Assistant Professor/Associate Professor/Professor/Scholar**) at UTA. If your affiliation with **name of institution/entity** changes, you are required to notify **name of contact** at **email of contact** immediately. At all times during the period of this visiting appointment, you will be responsible for the payment of your travel and living expenses, including health care, through non-UTA sources.

If you are a foreign national in need of US work authorization this offer is contingent upon your ability to satisfy all immigration requirements, US travel regulations, and University policies especially those regarding travel and entering the country. If external circumstances limit your ability to meet all these requirements the University of Texas at Arlington reserves the right to delay or withdraw this offer.

This offer is also contingent upon satisfactory completion of a criminal background check and receipt of your terminal degree.

We look forward to having you with us as a Visiting (**Assistant Professor/Associate Professor/Professor/Scholar**) in the Department of **Department Name**. Please indicate your acceptance or declination by signing in the space indicated below and returning via email to **Name** at **Email Address** on or before **Date** so that we may forward your appointment for the review and approval process.

If you have any questions, please call me.

Sincerely,

**Name**  
**Chair/Program Director**, **Name of College/School/Department**

xc: **Name of Dean**, Dean, **Name of College or School**

Academic Personnel Office ([academicpersonnel@uta.edu](mailto:academicpersonnel@uta.edu))

(INSERT ITEMS BELOW AS APPLICABLE)

**Name**, **Title**, **Name of College/School/Department**

Satu Birch, Director, International Student and Scholar Services (only if international)

I accept this offer of appointment.

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 **Candidate Name**  Date

I decline this offer of appointment.

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 **Candidate Name**  Date