

Template #1 Unpaid scholar, visa required

Dear [insert name]:

I am pleased to offer you a courtesy appointment as an [insert title] in the Department of [insert] in the West Virginia University [insert college]. This courtesy title and appointment are for the period [insert date] through [insert date].

There is neither salary nor benefits associated with this Visiting Scholar appointment. In accordance with West Virginia University policy, it neither accrues tenure credit nor implies a promise of future employment. However, you will enjoy library privileges and [insert other applicable privileges].

Adjunct status is being offered to you in conjunction with sabbatical leave [or other leave arrangement] from [insert institution] and assumes your continuing employment by that institution for the period of your courtesy appointment at West Virginia University. As a part of this arrangement, you will be expected to [insert expected duties/role].

All Visiting Scholars must review WVU's policies and other information on the University's website: <http://www.wvu.edu>. Visiting Scholars are "Members of the University Community," as defined in Board of Governors' policy, and are expected to abide by applicable University standards. In addition, I encourage you to consult information provided by the WVU Office of International Students and Scholars ("OISS") at <http://oiss.wvu.edu/scholars>. J-1 regulations require all exchange visitors to have the ability to speak and understand verbal English, as well as the ability to read, write, and comprehend written English in order for them to successfully participate in the various academic, cultural, and social environments of the exchange visit. All Visiting Scholars who require J-1 Exchange Visitor's visas are required to have health and accident insurance for themselves and any accompanying dependents while in the United States. The insurance must comply with regulations set forth by the U.S. Department of State. Insurance should be purchased prior to the beginning of the Visiting Scholar's work at WVU. Proof of insurance must be provided to the OISS. Information regarding insurance and related requirements will be sent to you by OISS along with visa materials. If you are a nonresident alien, you must contact the Associate Director of Immigration Services immediately at (304) 293-5950.

WVU does not assume responsibility or liability, in whole or in part, for any sickness, disease, injuries (including death), losses, damages, acts of God, force majeure, public health risks, criminal activity, terrorism, accident, damage to property, failure or negligence of any nature howsoever caused in connection with the Visiting Scholar's presence on, or transportation to and from, WVU's campus, or events, or locations related to Visiting Scholar's affiliation with WVU.

If you have any questions concerning this appointment, please contact me. As an acknowledgment of these general conditions and the more specific aspects of your status, please sign and return to me within ten working days of its receipt the original of this letter. A copy of the letter is enclosed for your files.

Sincerely,

[Chair's Signature]

Visiting Scholar's Acceptance: _____

Signature: _____ Date: _____

Birthdate: _____