

Date

Name and Address

Dear

I am pleased to offer you a non-tenured appointment as *an Affiliate* Instructor in the Department of xxxxx in the Virginia Commonwealth University School of Nursing. As you know, this appointment does not provide any financial compensation in any form.

As a condition of your faculty appointment at VCU, you are subject to all applicable policies and procedures of the University. Significant policies and procedures include, but are not limited to University statements which address promotion and tenure, conflict of interest, outside professional activity and intellectual property. It is your responsibility to be aware of these policies and procedures as well as others which may apply to you. The University's policies and procedures are subject to change, and further information concerning your privileges and duties as a faculty member may be obtained by contacting your department chair.

Your appointment with the University will be valid and binding pending approval by the VCU Board of Visitors and is contingent upon and subject to actions of the Executive and Legislative branches of the State government. Your understanding of the above is signified by signing and returning a copy of this document to my office within 10 calendar days of its receipt.

The contributions you make as a clinical faculty member are very important to the faculty and students of the School of Nursing. In anticipation of your favorable response, I do wish to express my pleasure in formalizing this relationship.

Sincerely,

Nancy F. Langston, Ph.D., R.N.
Dean and Professor

I accept under the terms and conditions stated above.

Signature Date