Dear Jamie Doe:

I am pleased to appoint you as Affiliate Faculty in the Department of Physics and Astronomy at George Mason University. This appointment is for the purpose of professional affiliation only. It does not provide salary or benefits entitlements or rights of employment, but does authorize the use of University facilities and services.

The terms of the appointment are as follows:

- **Title:** Affiliate Faculty
- **Term:** November 1, 2019 – October 31, 2020
- **Local Academic Unit:** Department of Physics and Astronomy (COS)

The Southern Association of Colleges and Schools (SACS) requires that all faculty hold credentials appropriate to the level and subject matter they are teaching, and that the institution verify those credentials. Generally, the earned doctorate or terminal degree in the field is required. Instructors teaching at the undergraduate level must hold at least a master’s degree in the field. An original transcript from the institution awarding the highest degree is acceptable and appropriate documentation to meet this requirement. Your appointment is contingent upon presentation of satisfactory documentation of credentials prior to the start of your appointment.

Please be aware that you will need to use a signed copy of this letter to obtain library, parking and Aquatic Center access at the beginning of the term. Please call the ID Office before doing so to ensure that you have been entered into the system.

Please indicate your agreement to the terms of this letter by signing and dating in the space provided below, initialing at the bottom right of each page, and returning a copy of this letter.
(with original signature), by **October 24, 2019**. By signing this letter, you agree to be governed by and accountable for University policies and procedures.

Sincerely,

Signature block of Dept. Chair or Director

Dr. Paul So  
Chair, Physics and Astronomy

S. David Wu  
Provost and Executive Vice President

I acknowledge that I will be governed by the bylaws, policies, and rules and regulations of the University, currently in force and as amended in the future **including, but not limited to policies regarding conflicts of interests, nondiscrimination, outside professional activities, leave, and intellectual property.** I also acknowledge that said rules do not create any vested employment rights.

Affiliate First and Last name

cc: Dean/Director  
Office of the Provost

Don't forget to direct affiliate to initial!