[Insert 1 Date]

[Insert 2 Visiting Research Scholar’s Full Name & Address]

Dear [Insert 3 Name]:

We are pleased to appoint you as a Visiting Research Scholar at Temple University. We anticipate your enjoying a positive experience with us.

**TERMS AND CONDITIONS OF THE VISITING RESEARCH SCHOLAR APPOINTMENT**

**Department of Appointment**

[Insert 4 Department] in the [Insert 5 School/College]

**Faculty Mentor in the Department**

Dr. [Insert 6]

**Period of the Appointment**

[Insert 7 Start Date] — [Insert 8 End Date]

Any change in start date must be approved in writing by your faculty mentor and the Dean of the Graduate School.

**Annual Stipend**

$[Insert 9] paid in monthly installments.

**Type of Service Required**

By accepting this Visiting Research Scholar appointment, you agree to participate in a full-time regimen of training and research; engage in scholarship or creative work; and conform to ethical standards in research and scholarship. The length of your appointment is stipulated above. All Visiting Research Scholar appointments are for one month to one year. Please note that your stipend is contingent on sufficient funding and continued performance acceptable to Temple University and your faculty mentor. Your service is renewable for the term of the initial appointment upon written agreement, provided successful review of an evaluation. However, this appointment may not extend beyond three years at Temple University.

**Benefits Awarded**

This appointment does not carry any health or welfare benefits.

**Performance of Service**

In the performance of your functions as a Visiting Research Scholar, you have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that your actions and outside activities do not conflict with your primary service responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, as well as University and employment policies and regulations, including NCAA regulations when interacting with student athletes.

**Policies and Procedures of Temple University**

This Visiting Research Scholar appointment is subject to all policies and procedures of Temple University and its schools/colleges. Applicable policies may be examined in the Office of the Secretary or on Temple University’s policy website (http://policies.temple.edu). By signing and initialing each page of this appointment letter, you agree to be bound by these policies including, but not limited to, Temple’s Invention and Patent Policy and Guidelines for Research and Other Sponsored Activities. University policies are revised periodically, and you are responsible for adhering to the then current version as maintained by the Office of the Secretary.

**Proof of Citizenship or Authorization to Provide Service in the United States**

Federal law requires that all persons provide evidence of eligibility to participate in this research activity within three days of the program start date. Temple University requires that this eligibility documentation be provided **in person** at Temple University **before** engaging in research at the University. Accordingly, you will need to provide the necessary documents. If you are a citizen, lawful permanent resident, or a non-resident alien, you must complete the I-9. Enclosed is a list of original documents you must provide to complete the I-9 form and verify eligibility. Other required documentation may include copies of relevant immigration documents, your passport, the visa issued to you to participate in this activity, and your Form I-94/Departure Record verifying the status granted to you upon entry to the United States. If you are a non-resident alien and have any questions concerning the documents you must provide, please contact the Office of International Services at 215-204-7708 or by email at ois@temple.edu.

If you are on a non-immigrant visa and begin participating in this research activity prior to your official start date, you may be considered to have violated your visa status. If applicable, all visa issues must be completed prior to your arrival at Temple University.

**INSTRUCTIONS FOR ACCEPTING THE VISITING RESEARCH SCHOLAR APPOINTMENT**

**Deadline to Accept the Visiting Research Scholar Appointment and Return Required Documents**

If you find this offer satisfactory, please indicate your acceptance by signing, dating, and returning this original letter and one of the enclosed copies; an additional copy is included for your personal files. This offer must be accepted within 20 days of the date of this letter, or the offer is null and void.

**Appointment Acceptance Deadline**

[Insert 10 Deadline Date]

If you anticipate any difficulty in returning your acceptance within the time required, please contact Chevonne DaSilvio-Nash, Project Manager of the Postdoctoral Fellows Office, by telephone, email, or fax prior to [Insert 10 Deadline Date].

Best wishes for success as a Visiting Research Scholar at Temple University.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zebulon V. Kendrick [Insert 6 Faculty Mentor]

Associate Dean, Graduate School [Insert 5 Faculty Mentor's School/College]

**ACCEPTANCE**

**I accept the terms and conditions of appointment as contained in this offer, including, but not limited to, the requirement of assigning certain patent and other rights to Temple University.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Visiting Research Scholar’s Signature Date

**RETURN ALL PAGES OF THIS DOCUMENT (the Original and one Copy) SIGNED AND INITIALED TO:**

Chevonne DaSilvio-Nash, MBA

Project Manager, Postdoctoral Fellows Office

Temple University Graduate School

1803 North Broad Street, 501 Carnell Hall

Philadelphia, PA 19122-6095

nashc@temple.edu

Voice: 215-204-6587

Fax: 215-204-7871

CC: Kathleen Nogami, Director of Human Resources Payroll Management

[Insert 6], Faculty Mentor

[Insert 11], Dean of School/College

[Insert 12], Business Manager of School/College

[Insert 13], Department Chair

[Insert 14], Department Business Manager

Enclosures: [Insert 15]