**EMAIL DRAFT TO YOUR HR BUSINESS PARTNER FOR APPROVAL BEFORE ISSUING LETTER**

**ZERO-DOLLAR APPOINTMENT LETTER**

[date]

[name and address]

Dear [name]:

It is a pleasure to [offer you a / extend your] zero-dollar appointment as [Honorary Fellow / Academic Staff title] in the [name of Department/Center] at the University of Wisconsin College of Letters and Science beginning [start date] and ending [end date].

This is a fixed-term terminal appointment and carries no ongoing commitment. During your zero-dollar appointment, and as your appointment title states, the University cannot pay you if you perform any services for the Department/University. Also, your appointment does not involve funding for travel expenses, administrative support, postage, or office supplies.

(*Include a description of responsibilities and/or the purpose of this appointment*) You will be collaborating with[Include the first and last name]. An essential part of these duties is working in a collegial relationship with other faculty and staff members.

(*Add this paragraph if on J-1 visa)*

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University’s [Export Control office](https://research.wisc.edu/integrity-and-other-requirements/export-control/).

UW-Madison prohibits discrimination against applicants, employees, students, and visitors to campus who wish to participate in university programs or activities. Information about relevant law, policies, resources, complaint procedures and protected bases, including how to contact the Title IX and Americans with Disabilities Act Coordinators and on nondiscrimination on the basis of sex in federally assisted programs is available at: <https://www.oed.wisc.edu>.

Wisconsin Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. As a UW–Madison employee, if, in the course of employment, you observe or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur, you are required by EO 54 and campus policy to immediately report it to Child Protective Services (CPS) or law enforcement. If the suspected incident or threat involves an allegation against a University employee or agent, or on campus or at a UW–Madison sponsored activity, you must also notify the Office of Human Resources, Workforce Relations. Employees who are mandatory reporters under Wis. Stat. 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA.

We hope that you will accept this appointment as a zero-dollar [Honorary Fellow / Academic Staff title]. We are looking forward to your visit. If you have any questions, please do not hesitate to contact me.

Sincerely,

[name of person signing letter]

[title of person signing letter]

xc: [name of any individuals to be copied]