

**Template re-appointment – Adjunct**

Dear <Title> <Surname>,

**Re: Adjunct Reappointment with the University of Newcastle**

Thank you for your continued participation as an Honorary Adjunct appointment holder with <School> over the past <number> years. Your contribution to the academic efforts and broader culture of our university is highly valued. This is an exciting time to be collaborating with the University of Newcastle. We are building on strong foundations to realise our 2025 Vision to be a world-leading University for our regions.

As part of the stipulated procedures for Honorary appointments, the University has undertaken a three-year review of categories and contributions. We are delighted to advise of your reappointment as Adjunct <Title> from 1 January <enter year> through to 31 December <enter year>. Please note Honorary appointees cannot supervise University of Newcastle staff.

The Adjunct title is awarded to an individual who is an expert in an appropriate field from professional practice and is contributing to teaching and/or research, or are fostering partnerships between the University of Newcastle and industry or the wider community.

If you would like to discuss your Adjunct reappointment in greater detail, please contact me on <insert School phone number> or email <insert School email> to arrange a suitable time to meet.

Your acceptance of this appointment is automatic, unless return communication is received from you by <enter date> notifying otherwise.

Again, thank you for your continuing contribution to the <School>. I wish you a rewarding association with the University.

Yours sincerely,

<HoS Title and Name>

<HoS Position Title>