

**Template re-appointment – Clinical**

Dear <Title> <Surname>,

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

Thank you for your continued participation as an Honorary Clinical appointment holder with <School> over the past <number> years. Your contribution to academic and clinical efforts, as well as the 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 Clinical <Title> from 1 January <enter year> through to 31 December <enter year>. Please note Honorary appointees cannot supervise University of Newcastle staff.

The Clinical title is awarded to a medical or other allied health professional who undertakes clinical work and contributes to the University’s teaching and/or research, arising from their employment with a related organisation.

If you would like to discuss your Clinical 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>