UNIVERSITY of WISCONSIN
Superior

DATE:

TO:

FROM:

SUBJECT: Your Status as a Volunteer

This is to confirm your service as a volunteer in the _____ at the University of Wisconsin-Superior for the period from _____ to _____.

Your service to the University may be terminated at any time prior to the end date specified by your supervisor without notice. As a volunteer, you are not considered an employee of the University.

During your time with our department/unit, you will be performing the following duties:

Your immediate supervisor will be _____.

Your volunteer status qualifies you for extension of the professional liability coverage provided to agents of the University of Wisconsin System so long as any potential liability occurs while you perform duties that fall within the scope of the description provided above/attached. This position carries no remuneration, and you are not eligible for any benefits other than those specifically set forth within this letter.

(For volunteers engaged in instructional activities: This offer does not involve the full range of teaching, research, and service responsibilities of the probationary and tenured faculty. In addition, the position carries no expectation of tenure, is not subject to normal faculty and/or instructional academic staff policies and procedures and may be terminated at any time by the supervisor without notice.)

I would be pleased if you accept this appointment as a volunteer and make your expertise to our project under the conditions outlined. If you accept this appointment, please sign both copies of this letter and return one copy to me.

cc: Supervisor
Department Chair
File
Volunteer

I have reviewed, understand, and accept the terms and conditions related to my service as a volunteer, which are described in this letter.

_____ _____
Signature Date