**[On Executive Dean Letterhead]**

[Date]

[Addressee - Employer]

[Salutation]

**Re - Joint Appointment – [Name of Appointee]**

I am writing to confirm the key terms of the arrangement recently concluded between The University of Queensland (“UQ’) and [Name of Employer] (“the Employer”) with respect to the conjoint appointment of [Name of Appointee] (“the Appointee”).

1. Employer of Appointee

[Name of Employer]

1. Term of Conjoint Appointment

[Details of Term – duration and start and end dates]

1. Duties of Appointee

[Details of Appointee’s Joint Duties]

1. Payments by UQ to Employer (Contribution to Salary & Associated Costs)

[Details of payments to be made by UQ to the Employer]

1. Non-Cash Contributions by UQ

[Details of other contributions/in kind support provided by UQ]

1. Appointee’s Reporting Lines

[Details of Appointee’s Reporting Lines – Employer and UQ]

1. Appraisal Procedure

[Details of appraisal procedure]

1. Subject to Agreement/Termination

The arrangement described above is subject to and conditional upon the parties finalising and entering into a formal and detailed agreement and, until such an agreement is entered into, may be terminated by either party upon the provision of 30 days notice in writing.

Until such time as a formal and detailed agreement is entered into, UQ will, provided the Appointee has been undertaking the envisaged role, make the agreed payments to the Employer on an arrears basis upon presentation of an invoice.

Yours etc