PROVOST’S MEMORANDUM 2007-04

TO: Provost’s Council, Chairs and Directors

FROM: John Pritchett, University Provost and Chief Academic Officer

SUBJECT: POLICY ON COURTESY FACULTY APPOINTMENTS – REVISED (Supercedes Policy on Courtesy Faculty Appointments, 10/30/02)

A courtesy appointment is an unpaid appointment conferred to a person who meets the unit’s professional qualifications and have been offered special privileges at Florida Atlantic University. The purpose of this policy is to state the conditions under which courtesy appointments are made.

Policy:

A courtesy appointment may be extended by an academic unit to a person who meets the unit’s professional qualifications but whose primary assignment is outside the unit. Courtesy appointments do not include compensation, but may include special privileges and are made in accordance with normal general faculty qualifications. These appointments will only be extended to individuals who have the potential to enhance the academic life of the faculty and students in the unit.

Guidelines:

1. A courtesy appointment is a faculty appointment which does not include compensation.

2. A courtesy appointment may include special faculty privileges such as eligibility to:
   a. obtain a University identification card
   b. use the University library

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c. purchase a University parking decal at Adjunct Professor rates
d. obtain a University e-mail address
e. use office or laboratory space, in accord with University policy and space availability
f. participate in College and Department activities, on a non-voting basis
g. serve on graduate committees
h. participate in grant and contract endeavors
i. teach a course

3. A courtesy appointment is made in accordance with regular faculty qualifications.

4. The courtesy appointee may or may not be associated with the University

5. A completed Electronic Personnel Action Form is required to appoint someone as courtesy, regardless of other existing appointments.

6. A courtesy appointment must be completed for anyone who is teaching a course who is not being paid by Salary or OPS funds.

7. The end date of the courtesy appointment may be left open unless you are aware that there will be an ending date at the time of appointment.

8. Courtesy appointments must be terminated when the services of the faculty member are no longer needed by completing the Separation Clearance Form.

Procedure:

1. The candidate for this appointment should be academically evaluated by the Department/School in the same manner as a candidate for a regular appointment. On this basis, the Department should propose a specific academic title (Instructor, Assistant Professor, Assistant in Research, etc.) with an appropriate modifier. Depending upon discipline specific custom or practice, the modifier may be Courtesy, Affiliate or Voluntary.

2. The Department should forward the request to make such an appointment to the Dean for approval. The request should be accompanied by a curriculum vitae and official transcript, if required*, and should indicate what specific privileges will be afforded to the courtesy faculty member.

3. The Dean will send a letter of appointment to the candidate. The letter must include the following:

   a. A statement indicating the academic title and its modifier.
   b. A statement that the appointment is a courtesy appointment
   c. A statement that it is a non-tenure-earning appointment and carries no financial obligation on the part of the university.
d. A statement on academic appointment background checks if the candidate will be working with students.
e. The specific privileges being extended to the faculty member.
f. The time period for the appointment.

A model letter has been developed to assist you in this process; letters that differ significantly should be reviewed by the Associate Provost of Academic Personnel.

4. Upon acceptance, the Dean will send the signed and accepted letter of appointment to the Associate Provost of Academic Personnel.

5. Upon acceptance, the Department will complete an Electronic Personnel Action Form.

*Transcripts are required for all courtesy appointments when they will be the faculty of record for a course. The department/school may require a transcript for other reasons as well.

Contact: Office of the Associate Provost of Academic Personnel
Local (561) 297-3068, SUNCOM 238-3068
Internet Address alperind@fau.edu

cc: El panier Hudson, Director
Department of Human Resources