

THE UNIVERSITY OF NORTHERN IOWA

Policy for Faculty Courtesy Appointments

Date: 9-15-2023

Rev:

Purpose

To create a process for affiliating with faculty from other institutions who are involved in the research, public service, and other scholarly endeavors of the University of Northern Iowa.

Policy Statement

Faculty Courtesy Appointments may be extended to qualified faculty based upon their individual expertise and the support and relevance the appointment would contribute to and advance the research, scholarship and public service mission of UNI. Faculty Courtesy Appointments allow for access to certain elements of the University's infrastructure normally afforded to University employees.

A faculty member employed by another educational institution who possesses the appropriate professional and educational credentials necessary to support UNI's research, public service, and scholarly activities may be nominated by a UNI faculty member (Nominating Faculty) for a Faculty Courtesy Appointment. A Faculty Courtesy Appointment requires approval by the Nominating Faculty's Department Head or Center Director and the Department or Center's College Dean.

A Faculty Courtesy Appointee:

1. Is an external faculty member who has been nominated and approved for a courtesy faculty appointment.
2. Supports the University's mission through one (1) or more of the following:
 - a. Active involvement in student mentoring and advising, including student internships, senior research projects, and graduate students;
 - b. Development of inter-institution or agency partnerships or collaborative agreements that include the University;
 - c. Serving as a visiting scholar; or
 - d. Research and scholarly collaborations with University faculty & staff.
3. Is not employed by the University and, as such, is not eligible to receive any compensation or employee benefits.
4. Does not carry academic rank and is not eligible for tenure or emeritus faculty status.

5. The Faculty Courtesy Appointee will be under the supervision of the Department Head or Center Director who approved the nomination. At any time, the Nominating Faculty, the Department Head or Center Director, or the College Dean may terminate the courtesy appointment for any or no reason.

A Faculty Courtesy Appointee's Term, Duties & Responsibilities

1. Faculty Courtesy Appointees may be appointed for up to a one (1) year term.
2. Appointments may be renewed. Appointment renewals shall follow the same process used for the initial appointment.
3. Although a Faculty Courtesy Appointee is not a UNI employee, Faculty Courtesy Appointees are subject to UNI's employee conduct policies and procedures. As such, individuals appointed to a courtesy appointment must successfully complete pre-appointment background and credential checks.
4. Faculty Courtesy Appointees may have access to UNI-owned or jointly owned data that the Nominating Faculty has access to, subject to the approval of the Department Head or Center Director. Faculty Courtesy Appointees are subject to all applicable data protection, sharing and confidentiality restrictions applicable to UNI faculty. If a Faculty Courtesy Appointee is involved in activities that may lead to the creation of original Intellectual Property, Inventions, Trademark or Copyright Protected goods or services an agreement addressing security, protection and ownership of the IP, invention, etc. must be in place prior to the appointment start date.
5. Faculty Courtesy Appointees may work on a sponsored project, but they cannot be a Principal Investigator (PI) (they may be a co-PI so long as the other co-PI is a UNI employee).
 - a. Faculty Courtesy Appointees may not concurrently be paid by UNI (from any funding source) as an employee or an independent contractor.
 - b. Faculty Courtesy Appointees may not concurrently be compensated by their home institution(s) to fulfill any role related to a subaward, subcontract, or grant originating from UNI to the Faculty Courtesy Appointee's home institution(s) .
6. A Faculty Courtesy Appointee cannot be the instructor of record for a class.
7. Faculty Courtesy Appointees may contribute to their UNI academic department or Center, and college in a variety of ways, including guest lectures, mentoring, research, other scholarship, and external funding proposal writing.

8. Faculty Courtesy Appointees may be included in their home department or University Center's faculty and staff lists, such as catalogs and program brochures, and should be identified as "Courtesy Faculty affiliated with _____ (*insert Department/Center name*)."
9. Faculty Courtesy Appointees may be included in their home department/University Center and/or college faculty meetings; however, they do not have a "right to attend" such meetings as a non-employee of UNI. Attendance is at the Department Head or Center Director and/or College Dean's discretion, as applicable.
10. Faculty Courtesy Appointees may be granted access to departmental/center/college resources recommended by the Nominating Faculty, if approved by the Department Head or Center Director and any other necessary administrative approvers.

Procedures for Appointing a Faculty Courtesy Appointment

The procedures for appointing a Faculty Courtesy Appointment shall be housed on UNI Research & Sponsored Program's website.