

Faculty Courtesy Appointments Procedures

9.15.23

I. Nomination Procedure

- a. Application for a Courtesy Appointment is completed by the nominating faculty.
- b. Application is sent to the nominating faculty's home Department Head, University Center Director and Department of University Center's home College (and School, if applicable).
- c. Curriculum Vitae of the nominee accompanies the application.
- d. Nominations may be submitted at any time.

II. Approval Process

- a. The home Department Head or Dean will consult faculty as needed and provide conditional approval of or denial for the request.
- b. Conditional approval will be forwarded to Human Resources for pre-appointment background check.
- c. Review of the request may take up to two (2) weeks, or more in certain circumstances, to address export control clearance and other compliance measures.
- d. Human Resources will notify the Department Head and Dean of the final approval or denial.

III. Appointment Letter

- a. Once approved, an appointment letter will be prepared by the Department Head or Dean.
- b. The appointment letter will specify the following:
 - i. Supervisor;
 - ii. Title of the appointment (e.g., affiliated faculty);
 - iii. Description of collaborative work necessitating the appointment;
 - iv. Term of appointment (one-year or less);
 - v. Reference to applicability of all University Policies and necessary agreements, such as intellectual property ownership;
 - vi. Conditions of the appointment including right to revoke the appointment;
 - vii. Level of access to departmental / center / college resources (access may be subject to further administrative approvals);
 - viii. Identification of training requirements which may include, but are not limited to, Environmental Health and Safety training(s), sexual harassment prevention and discrimination training, or restricted data training.

IV. External Appointment PAF will be created.

The following offices will receive a notification of the Faculty Courtesy Appointment: Office of Research and Sponsored Programs, Human Resources, Office of the Provost.