

A **Faculty Courtesy Appointment** is an **Unpaid Appointment** which may include special academic privileges such as voting in departmental affairs. Persons appointed with this status may or may not be otherwise affiliated with the University. This designation should be used for individuals whose credentials would warrant appointment as a member of the faculty and who are or will participate in a meaningful way in one of our programs.

A Courtesy appointment may not be set up in a faculty member's primary department. Active faculty may not volunteer to perform instructional effort in their own department since this is similar to the assigned duties of a faculty member. Volunteer efforts must be substantially different than an employee's primary effort.

A courtesy faculty member may be appointed up to 5 years. If appointment should warrant a courtesy appointment past 5 years, a new Courtesy appointment letter must be submitted at the 5 year mark. If less than 5 years, any courtesy appointment needing an extension beyond the original agreement requires a new Courtesy appointment letter.

Name: _____ Department: _____

If appropriate, person's home department #: _____ Date: _____

Courtesy Appointment Begin Date: _____ End Date: _____

Required: Provide a brief description of the primary purpose of this Courtesy Appointment (400 characters):

CHECK THE APPROPRIATE CRITERION (only one):

ACTIVE USF FACULTY

GEMS ID Number: _____, with appointment in one department and being appointed to a courtesy appointment in another department. **Required paperwork: Courtesy offer letter, HR should already have all other necessary paperwork.**

NON-USF FACULTY MEMBER (association with USF in name only)

Non-USF faculty member - Courtesy Appointment grants an Association with USF in name only. Courtesy Appointment will not use USF resources and will not have rights or privileges in the department.

*** Required paperwork: Courtesy offer letter, since not using USF resources no additional information or paperwork needed.**

NON-USF FACULTY MEMBER (with assigned duties)

Non-USF faculty member - Courtesy Appointment states individual will have assigned duties, such as teaching or research, or will be using USF resources (e.g., library).

*** Required paperwork: Courtesy offer letter, "Responsibilities Associated with Access to University Information" form. SSN and DOB will need to be provided at a later date if access is needed to buildings and computers. If teaching, these documents are also required: Application/Certification of Employability and transcripts/cv.**

I certify that the named employee has been given the assignment outlined above and if there is a fundamental change in the relationship I will notify Human Resources. If this employee is later placed on a funded position in the same department as this Courtesy Appointment, Human Resources must be notified and the Courtesy Appointment must be terminated.

Department Chair Print Name _____ Signature _____ Date: _____

Dean's Office Approval Print Name _____ Signature _____ Date: _____

*** Attach completed form to offer letter when submitting to Human Resources.**