

COURTESY FACULTY

Faculty courtesy appointments are described in UF Regulation UF-7.003:

<https://regulations.ufl.edu/wp-content/uploads/2012/09/7003.2016final4-8-16.pdf>:

- This modifier applies to persons having the appropriate professional qualifications or having distinction and honor in their field who are appointed without compensation to a department, center, or unit faculty.
- Persons appointed with this status may or may not be otherwise affiliated with the University.
- This appointment is not eligible for tenure or permanent status.
- Promotion shall be based on the credentials of the appointee and the recommendation of the faculty and administrators of the department, college, and unit, as appropriate.
- Requests for promotion are submitted to the Office of Academic Affairs for final review and approval.

Additional policy information is located on the Provost's Office website (FACULTY TITLE MODIFIERS): <http://aa.ufl.edu/policies/>

COURTESY TITLES:

If the courtesy faculty is a former UF employee, the title (with the courtesy modifier) should be the title at separation.

If the courtesy faculty is a future UF employee, the title (with the courtesy modifier) should be on the title in the offer letter.

If neither of the above, the title (with the courtesy modifier) should be based on the duties and the number of years since obtaining the Ph.D.:

0-7 years = Assistant

8-14 years = Associate

Greater than 14 years = Full

PROCESS

As appropriate, provide for departmental review of the application and a vote by departmental faculty eligible to vote on faculty hires. This vote will be advisory to the chair.

Request approval from IFAS VP for the courtesy appointment. Letter should include an explanation of how the appointment will benefit the applicant, the department, and IFAS, as well as the results of the vote, if one was taken. Send to IFAS HRDI along with the curriculum vitae. As appropriate, a letter of support from at least one current faculty member sponsor may be included.

If approved, prepare the offer letter that outlines responsibilities, assignment, duties, the time limits / at-will nature of the appointment, and that the appointment is not tenure-eligible.

Template available from IFAS HRDI.

Documents to attach to the hire ePAF:

VP approval letter

CV

Offer letter

IN ADDITION:

- Eligible for a Gator 1 Card.
- Eligible to purchase a parking decal.
- Emergency contact form should be completed.
- Units must adhere to UF's employment of relatives policy in appointing courtesy faculty.
- A basic criminal background check using First Advantage must be conducted.
- If the person has been given permission to drive UF vehicles to conduct business for UF, they will be covered under UF's State auto liability insurance. This will need to be noted in the offer letter. The unit will need to keep a record/notation of this on a spreadsheet.
- Graduate Faculty Status: Courtesy faculty are eligible to become members of the graduate faculty at UF, subject to the following minimum requirements:
<http://graduateschool.ufl.edu/faculty--staff/resources/graduate-faculty/>
 - Proposed graduate faculty appointment(s) must be in a graduate-degree-granting department/academic unit, college, or center.
 - Graduate faculty appointees must have the terminal degree appropriate to their academic field or discipline, or must show a comparable level of attainment through experience.
 - Appointment to the graduate faculty must be supported by a vote, with a two-thirds majority, of the graduate faculty in the appointing academic unit. Eligibility of the voting membership for this purpose is determined by each academic unit/department.
 - The proposed graduate faculty appointee must meet any criteria established by the appointing college and/or department, and must have the endorsement of the department chair/director and the dean of the college.
 - Departments seeking to determine eligibility for appointment to the Graduate Faculty or for special appointment to a specified student's supervisory committee should contact the Graduate School for guidance and assistance.