

A **Faculty Courtesy Appointment** is an unpaid appointment for people outside of USF which may include special academic privileges. Persons appointed with this status are not 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 their host unit's programs. Courtesy faculty may participate in research, service, mentoring or teaching but Courtesy Faculty status is not sufficient to be an instructor of record. Another appointment such as adjunct or visiting instructor is necessary to be instructor of record. A courtesy faculty member may be appointed for up to 5 years. In all cases, when a courtesy appointment expires, a new courtesy appointment letter must be submitted and approved to extend the appointment.

Name: _____ Request Date: _____

Faculty Member's Home Institution: _____

USF Department/School Name: _____ USF Department/School ID: _____

Courtesy Appointment Begin Date: _____ End Date: _____

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

Required paperwork: Courtesy offer letter, CV, 3 letters of reference, a completed New Employee Pre-Hire Information Sheet, Certification of Employability, Employee Acknowledgements form. SSN and DOB will need to be provided if access is needed to buildings and computers. Depending on the nature of the courtesy appointment and any expected contact with USF students, the candidate may be required to successfully complete reference checks and criminal history background check, consistent with USF policies. As a condition of employment, if the candidate will serve in the classroom or on thesis/dissertation committees the candidate should be required to meet USF's faculty credentialing [Policy 10-115](#). If so, the candidate should arrange for two official transcripts for all graduate coursework completed and certifying the highest level of degree to be sent to name of departmental/school contact by return due date. Final appointment may be subject to verification of receipt of credentials. Alternatively, consistent with University guidelines, qualifying experience and/or training may be substituted for the degree normally required for this appointment.

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 faculty position at USF, Human Resources must be notified, and the Courtesy Appointment must be terminated.

Department Chair/School Director Approval_____
Print Name_____
Signature_____
Date**College Dean's Office Approval**_____
Print Name_____
Signature_____
Date

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