



Courtesy Appointment Policies and Procedures

Policies Related to Courtesy Appointments

- A courtesy appointment is defined as the unpaid appointment of a person from outside the university.
- Most courtesy appointees hold terminal degrees, but persons may be considered for nomination based upon their exceptional experience or special scholarly achievements.
- Courtesy appointments are made for a maximum of five years and can be renewed for additional five-year terms by the mutual agreement of all parties. Allow at least three months for the renewal process.
- A national criminal background check is required for all UCF and UCF direct support organizations, prospective job applicants, temporary staff, current employees and volunteers working with minors or working in positions identified by duties as requiring a background check, which includes courtesy appointments. (<https://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/>)
- All courtesy appointments will end on June 30th of the year that the appointment expires or five (5) years to the day that that the provost or designee approves the appointment, whichever comes first without exceeding the five (5) year maximum.
- Academic duties, responsibilities, and privileges will be agreed to by the host unit and the courtesy appointee.
- In formal settings, such as publications and grants, the appointee must use the “courtesy” term in the designation of his or her title (e.g., “*Courtesy Clinical Associate Professor*” or “*the author holds a courtesy appointment as Courtesy Clinical Associate Professor at the University of Central Florida.*”).
- A courtesy appointment may be rescinded by request of the host unit detailing cause. Notification of a rescinded courtesy appointment should be provided to Faculty Excellence, Personnel Administration (FE-PA) via email (acadadm@ucf.edu) so that the sponsored account can be immediately terminated.

Duties and Responsibilities of Courtesy Appointees

- Courtesy appointees usually do not serve as instructors of record at UCF.
- In those rare instances when a courtesy appointee does serve as an instructor of record, the proposed host unit must submit an electronic teaching certification to the Faculty Qualifications Management System (FQMS) in PeopleSoft, if one is not already on file in the host unit. All teaching assignments are subject to UCF faculty teaching qualifications guidelines (<https://apq.ucf.edu/fq/>).
- Courtesy appointees may contribute to the host unit in a variety of ways including, but not restricted to, guest lectures, advising, mentoring, curriculum development, research, and grant writing.
- By invitation of the host unit, courtesy appointees may serve on committees in the host unit, except for promotion, tenure, and evaluation committees.
- Courtesy appointees may participate in graduate education in accordance with current graduate faculty policy.
- Courtesy appointees may be included in a unit’s faculty and staff lists, such as catalogs and program brochures, and must be identified as “courtesy faculty affiliated with the unit.”
- Courtesy appointees may be granted access to host unit resources as agreed to by the host unit.
- Courtesy appointees are eligible for a UCF identification card, which qualifies them to receive library, parking, email, and other university services provided to holders of UCF ID cards.

Requesting a Courtesy Appointment

1. The host unit (the unit receiving the services of the appointee) prepares an appointment application file, which includes the following:
 - Courtesy Appointment Approval Form
 - An electronic teaching certification must be submitted (if teaching credit-bearing courses)
 - Letter of appointment from the host unit **addressed to the appointee**, which includes the following:
 - a. the designation in the proposed host unit
 - b. an overview of the appointee's expected contributions to the proposed host unit
 - c. an overview of the appointee's rights and responsibilities in the host unit
 - d. the length of the appointment (not to exceed 5 years)
 - Current curriculum vitae or resume
2. The courtesy appointment application file is forwarded to the appropriate host college/unit's supervisory office (dean or VP) for review and approval.
3. Upon approval by the dean or VP for the host college/unit, the appointment application file is submitted to Faculty Excellence, Personnel Administration (FE-PA) via email at acadadm@ucf.edu for review and processing.
4. Once received and reviewed by FE-PA, the provost or designee will review the appointment.
5. If the provost or designee approves the appointment, an electronic copy of the appointment application file will be returned to the requestor with a copy also provided to the college/unit HR representative in the dean or VP's office in the host unit.
6. The host unit will notify the appointment holder.

Reappointment of a Courtesy Appointee

- Courtesy reappointment requests should be made at least three months prior to the expiration of the appointee's term.
- If the host unit wishes to reappoint the courtesy appointee, the host unit must submit a new Courtesy Appointment Approval Form, using the approval process outlined above.