FLORIDA
INTERNATIONAL
UNIVERSITY

OFFICIAL
UNIVERSITY
POLICY

Courtesy Appointments #320.096

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
January 4, 2016	May 14, 2024	Office of the Provost |Planning and Finance

POLICY STATEMENT

Courtesy appointments, upon approval, does not include compensation and are made in accordance with faculty qualification guidelines. A courtesy appointment may be extended by an academic unit to persons who meet the unit's professional qualifications and offer a substantial contribution to a department.

SCOPE

This policy applies to university academic units.

REASON FOR POLICY

To state the conditions under which courtesy appointments are made.

DEFINITIONS

TERM	DEFINITIONS
Courtesy appointment	Non-salaried appointment
Academic unit	References to academic department, school, or college

ROLES AND RESPONSIBILITIES

Department Chairs/School Directors
Recommends a courtesy appointment and coordinates the appointment letter with academic HR Liaison.

Academic Unit Dean and/or Dean Designee
The Dean and/or Dean's Designee is responsible for the validation of the appointed faculty rank qualifications and verification of credentials prior to submission to the Office of the Provost, Planning and Finance.

The Office of the Provost, Planning and Finance
The Office of the Provost, Planning and Finance ensures courtesy appointments meet the faculty qualification guidelines for the appointment's faculty rank and instructional qualifications and provides final approval of Courtesy Appointment letters. Initiate an extended research background check when applicable to courtesy appointment engaging in research to comply with state requirements.

RELATED RESOURCES

- Faculty HR Manual

CONTACTS

Office of the Provost, Planning and Finance
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Phone: 305-348-2168

HISTORY

Initial Effective Date: January 4, 2016
Review Dates (*review performed, no updates*): N/A
Revision Dates (*updates made to document*): May 14, 2024; Former Academic Affairs Policies, Section 5, readopted January 4, 2016