

# Courtesy Appointments

## WHAT IS A COURTESY APPOINTMENT?

- A position which allows someone to be affiliated with FSU, but the faculty member is **unpaid**
- May include special faculty privileges; usually such privileges include an FSU ID Card, library access and email accounts, but may also include a university postal mail address

## Why APPOINT A FACULTY MEMBER ON A COURTESY APPOINTMENT?

- Serves on Doctoral or Master Committees, but is not a member of the department or program in which the student writes his or her dissertation / thesis.
- Needs an active appointment / affiliation with a department

## HOW TO APPOINT A FACULTY AS COURTESY:

- A pPAF must be completed for anyone who is appointed into a faculty capacity, but is not paid
- The Job Code Number must be preceded by the letter "H" (e.g. H9001, H9004, etc.)
- Should have open end date of the courtesy appointment unless there is a specific ending date at the time of appointment.
- Faculty currently employed with FSU (including phased retirees) may **not** volunteer teach, but may hold "Instructor of Record" title in one department if holding an active appointment in the home department.

## TERMINATING THE APPOINTMENT:

- Terminated when the services of the faculty member are no longer needed
- Submit pPAF and Termination Checklist to the Office of the Dean of the Faculties.
- Exceptions:
  - (1) The Courtesy appointment has a specified end date and is followed by a paid appointment effective immediately after courtesy appointment ends: no termination checklist is required if appointment continues in same department, but **termination pPAF** must be submitted.
  - (2) The Courtesy appointment has no end date, but a paid appointment later becomes the primary appointment: a pPAF form must be done to end the courtesy appointment, but no termination checklist is required. Note in the remarks section that the employee is appointed to a paid position.

## RETIRED FACULTY

- After fulfilling the required waiting period (currently one full calendar month, a retired faculty member can be appointed as courtesy in order to continue to receive university mail; "Retired Faculty" must be stated clearly in "remarks" on the appointment paper.

## EMINENT SCHOLAR

- Eminent Scholar: paid from FSU Foundation, a courtesy appointment must be set up designated as "H9009."

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