

## Courtesy Appointments

### Policy and Procedures

A courtesy appointment is a faculty appointment that does not include compensation, such as salary or consulting fees. However, special privileges such as selected library privileges or use of fitness rooms may be offered. Appointees are usually listed in the faculty register under the heading of *Courtesy Appointments*.

The major purpose of making a courtesy appointment is to “stimulate and recognize the participation in the college’s environment of people with whom our faculty would like to interact, both in research” {and/or academic and clinical education} (Carnegie Mellon University). The interaction could take the form of presentation of lectures, involvement in research projects or clinical activities, and/or discussions with students.

Department/schools may want to invite people with significant expertise and stature who work in disciplines other than their own. For example in the School of HHS, it would be advantageous to appoint a physician to bring a broader perspective to our health professions programs and clinics. This is especially advantageous for Nazareth because the college is not associated with a medical facility. Appointments might also be made for eminent scholars, outstanding performers, artists, writers, etc.

Courtesy appointment requests are initiated at the department or program level by a sponsor who will be responsible for arranging and monitoring contributions of the appointee. Courtesy appointments will be made for a specified period of time (maximum of 2 years) Appointments may be terminated by either party at any time with written notification and may be renewed for additional terms. The rank of the appointment will be based on the academic or performance qualifications of the appointee. Appointees will have no vote in department faculty meetings but may be invited to attend.

Courtesy appointments are requested by a Faculty Sponsor on the *Courtesy Appointment Request Form*. (Form CA1) The completed form is forwarded to the Chair, Dean, VPAA, and President for approval.

After approval, a *Letter of Appointment* (Form CA2) will be generated from a template in the appropriate dean’s office. The letter will specify the period of appointment and briefly outline the conditions of appointment, including a list of the privileges offered to the appointee. To confirm the appointment, the appointee will sign and return one copy of the letter to the appropriate dean’s office and indicate whether the appointee’s name may be listed in College materials.

**COURTESY APPOINTMENT REQUEST FORM (CS1)**

Date: \_\_\_\_\_

Name of Appointee: \_\_\_\_\_

Title or Area of Expertise: \_\_\_\_\_

Appointment begin- and end-date: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_

Department:

\_\_\_\_\_ Faculty

Sponsor: \_\_\_\_\_

Please Circle Rank Requested:

Professor      Associate Professor      Assistant Professor      Clinical Professor

**Please attach: a c.v. for the visitor; a sample of the visitor's written work, i.e., an article or paper (in English); and a separate page explaining the rationale for Appointment Request, including, for example, an explanation of how this appointment will be of benefit, how the work of the visitor coincides or enhances the work of the sponsor, etc. These attachments are required; appointment requests cannot be evaluated or approved without them.**

**Sponsors must be aware that because of limited academic space, office space cannot be given to visitors holding courtesy appointments.**

**Privileges requested for appointee:** \_\_\_\_\_  
\_\_\_\_\_

**Endorsements:**

Chairperson: Approve: \_\_\_\_\_ Deny (reason) \_\_\_\_\_

Date: \_\_\_\_\_

Dean: Approve: \_\_\_\_\_ Deny (reason) \_\_\_\_\_

Date: \_\_\_\_\_

VPAA: Approve: \_\_\_\_\_ Deny (reason) \_\_\_\_\_

Date: \_\_\_\_\_

President: Approve: \_\_\_\_\_ Deny (reason) \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note These Deadlines for Submission of Requests**

**Fall Semester: July 15**

**Spring Semester: November 15**

**Summer Semester: March 15**

**LETTERHEAD (Form CA2)**

Date

Name  
Address  
Title

Dear \_\_\_\_\_:

This is a letter to confirm our offer of a courtesy appointment in the Department of ( ) for a period of (two) years.

The appointment is official, but ceremonial only. Your name, if you approve, will be listed under the heading of “courtesy appointments” on the College web sites and in other registers that include names of department faculty members. You will not have voting rights within the department but you may attend department faculty meeting that are of interest to you.

The courtesy appointment implies no responsibility or cost to you. The department or College shall not be responsible for providing financial support for the collegial relationship. We do want to offer you the following privileges ( ) to demonstrate our appreciation of your service in this role.

If you accept the courtesy appointment as described herein, please sign below and return one copy in the enclosed envelope. Thank you so much for considering this relationship with Nazareth.

Sincerely,

Dean’s Signature

**Your signature below indicates your acceptance of the appointment and the conditions and privileges noted above.**

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**Name** **Date**

- I grant Nazareth permission to list my name in College materials**
- Please do not list my name in College material**