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) TheCourtesy 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.

RETIREDFACULTY

- 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."
**Courtesy Appointments**

- Receives Compensation through FSU Foundation??
  - **NO**
  - **YES, but only if Eminent Scholar**
    - Can ONLY be a Courtesy Appointment IF the faculty member is paid by Foundation money
    - Must be designated H9009

- Unpaid
- Privileges such as
  - FSU ID Card
  - Library Access
  - Email Account
  - University Mailing Address (esp. for retired faculty members)

- Submit pPAF to DOF
  - leave end date blank unless a specific ending date is known

**Final Termination**

- Submit to DOF
  - pPAF
  - Termination checklist

**Terminating due to Moving to a Paid Position (Case 1 or 2)**

1. **Courtesy has specific end date with paid appointment following:**
   - if same department: send termination pPAF to DOF, no checklist is required
   - if different department: pPAF and possibly termination checklist are required

2. **Courtesy appointment with no end but continuation into paid appointment:**
   - Submit pPAF
   - NO Termination checklist required

**OR**