

	<b>FGCU POLICY 2.019</b>	<b>Responsible Unit:</b> Office of the Provost
	<b>Courtesy Appointments</b>	

## A. POLICY STATEMENT

Courtesy Appointments at Florida Gulf Coast University may be extended to qualified candidates based upon their individual expertise and the support and relevance the appointment would contribute to the curriculum and mission of the University.

## B. REASON FOR POLICY

This Policy provides for a process for nominating and appointing individuals in Courtesy Appointments and establishes the requirements for any access associated with such appointment such as access to the University library, electronic mail or off-site network access, or access to equipment, facilities, or support services.

## C. APPLICABILITY AND/OR ACCOUNTABILITY

This Policy is applicable to Courtesy Appointees.

## D. DEFINITION OF TERMS

1. *Courtesy Appointee*: An individual receiving a courtesy faculty or researcher appointment. Courtesy Appointees are unpaid, are not employees of the University, and do not carry academic rank.
2. *Courtesy Appointment*: The unpaid appointment of a person from outside the University or from a non-academic unit within the University.
3. *Host Unit*: The college or departmental unit hosting a Courtesy Appointee.

## E. PROCEDURES

1. Nomination Procedure
  - a. Departments desiring to host a Courtesy Appointee must submit a completed Request for Courtesy Faculty/Researcher Appointment to the Office of the Provost, through the respective Dean of the applicable college.
  - b. Requests must be accompanied by a current curriculum vitae.
  - c. Requests for Courtesy Appointees who will primarily be doing research must include

anticipated length of time the researcher will be on campus performing research.

## 2. Approval Process

- a. Upon request through the Office of the Dean of the applicable college, the Provost will decide whether to approve or deny the request for Courtesy Appointment.
- b. Once received in the Office of the Provost, review of the request may take up to two (2) weeks, or more in certain circumstances, to address export control clearance and other compliance measures.
- c. Courtesy Appointees usually do not serve as instructors of record at FGCU. In those rare instances when a Courtesy Appointee does serve as an instructor of record, the proposed Host Unit must submit the necessary credential form for approval.
- d. The Office of the Provost will send a notification of the appointment to the Courtesy Appointee with a copy to the appropriate College Dean, Human Resources, and the Dean of the Library.
- e. The Office of the Provost and the Office of the Dean of the College will retain copies of approved Courtesy Appointee requests.
- f. The approval is limited to one (1) year unless otherwise specified, but may be renewed as requested and approved.

## 3. Level of Access

- a. The appointment letter will specify the level of access that the Courtesy Appointee will have as part of the Courtesy Appointment. Such access may include, but is not limited to, library, network, Canvas, or other learning management system or access to office space, buildings, or laboratory space.
- b. A level 2 criminal background check may be required in accordance with FGCU Policy 3.037, Criminal Background Checks.
- c. The Courtesy Appointee may be required to complete specific training depending on the level of access, which may include, but is not limited to, Environmental Health and Safety training(s), sexual harassment prevention and discrimination training, or restricted data training.
- d. Access to equipment, facilities, and support services are provided only if available and upon completion of all required safety and workplace training.

## F. DUTIES AND RESPONSIBILITIES OF COURTESY APPOINTEES

1. Courtesy Appointees will support the University's curriculum and mission through one (1) or more of the following:
  - a. Active involvement in student mentoring and advising, including student internships, senior research projects, and graduate students;
  - b. Development of inter-institution or agency partnerships or collaborative agreements that include FGCU;
  - c. Other activities that benefit the mission of the University, including serving as a visiting scholar;
  - d. Research collaborations with faculty; or
  - e. Work on individual scholarship.
2. Courtesy Appointees may contribute to the Host Unit in a variety of ways, including, but not limited to, guest lectures, advising, mentoring, curriculum development, research, and grant writing.
3. Courtesy Appointees may be included in the Host Unit's faculty and staff lists, such as catalogs and program brochures, and should be identified as "Courtesy Faculty affiliated with the unit."
4. Courtesy Appointees may be granted access to Host Unit resources as agreed to by the Host Unit and approved by the Provost, and subject to specific training requirements.
5. Courtesy Appointees are eligible for an FGCU identification card, which qualifies them to receive library, parking, email, and other university services provided to holders of an FGCU identification card.

### *Authority*

*BOG Regulation 1.001, University Board of Trustees Powers and Duties*

### *History of Policy*

*New 12/16/19; Amended 05/04/20*

### **APPROVED:**

\*s/Michael V. Martin  
Michael V. Martin, President

May 4, 2020  
Date