Courtesy Faculty Process Checklist

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| Position Title |  |

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|  | **Completed** |
| Nominee for Courtesy Faculty position must be approved by Dean and Provost. |  |
| When the nominee accepts the appointment, then the following paperwork can be sent:   * Personal Data Form * Background Check Information * Appointment Letter to sign |  |
| Once paperwork is completed by Nominee, it should be submitted to the Dean, HR, and Library. |  |
| After receiving nominee’s paperwork check for completed background check from UPD.   * If nominee does not pass background check, then the results are reviewed by Legal * If after review from Legal and there is not a positive review, Academic Affairs and candidate are notified that they are not eligible to work at FGCU |  |
| If nominee passes background check then Records reviews information and inputs into Banner with a one year time frame, unless otherwise specified |  |
| Once Banner updates, Identity Management creates Active Directory account including email |  |
| Academic Affairs receives notice of employee and email log on information; send notification to nominee. |  |
| **NOTE: You are responsible for notifying both Records and Employment if there are any status changes or if their appointment is anticipated to be longer or shorter.** |  |