

College of Marine Science

Courtesy Faculty Request Procedures

A Courtesy Faculty Appointment is an Unpaid Appointment which may include special academic privileges. Persons appointed with this status may or may not be otherwise affiliated with the University. The professional standards and ethics expected of the ranked faculty will also apply to all Courtesy Faculty.

A Courtesy Faculty designation should be used for individuals whose credentials would warrant appointment as a member of the faculty and who are or will participate in a meaningful way in one of our programs. A PhD and an established record of accomplishment appropriate to rank is required and official transcripts may be required for certain teaching activities.

A Courtesy appointment may not be set up in a faculty member's primary Unit. Active faculty may not volunteer to perform instructional effort in their own department since this is similar to the assigned duties of a faculty member. (Volunteer efforts must be substantially different than an employee's primary effort.)

There are two types of Courtesy designations:

1. Courtesy Faculty (association with USF in name only) Courtesy Appointment will not use USF resources and will not have rights or privileges in the department.
2. Courtesy Faculty (with assigned duties) Individual will have assigned duties, such as teaching or research, or will be using USF resources (e.g., library).

Courtesy Faculty appointments in the CMS at the Assistant, Associate, or Professor level can be requested following this procedure:

1. A CMS ranked faculty sponsor submits an application package to the College HR office and it will be presented to the Associate Dean, and in accordance with the College's Governance Document, it is also reviewed by the CMS Curriculum Committee Chair. Please note that once approved at the College level, the application materials are submitted to Tampa HR. They require official transcripts for all faculty with teaching assignments, paid or unpaid.

The application package consists of:

A statement from the candidate stating why he/she seeks such an appointment and how the candidate plans to align himself/herself with the CMS mission

CV of the candidate

Letter of support from the CMS ranked faculty sponsor

2. The Associate Dean reviews the file and provides a recommendation (including rank) to the HR Director who will then prepare the remaining documents necessary for the

Curriculum Committee Chair and Dean's review and approval of a Courtesy Faculty Appointment.

3. The CMS HR generates a letter of appointment if the candidacy is approved. A courtesy faculty member may be appointed up to 3 years. If there should warrant a courtesy appointment past 3 years, the sponsor must submit a renewal request by letter application specifying the Courtesy Faculty's contributions made during the prior 3 year period.
4. The required paperwork Courtesy Faculty (with assigned duties): Courtesy offer letter, "Responsibilities Associated with Access to University Information" form, SSN and DOB will need to be provided at a later date if access is needed to buildings and computers. If teaching, an Application/Certification of Employability and transcripts/CV are necessary.

Please be advised of the following conditions associated with Courtesy faculty appointments:

Must meet minimum qualifications for rank as any other faculty

Are not paid for services

Do not earn tenure

May be appointed for multi-year period, up to 3 years

Benefits to Courtesy Faculty with assigned duties:

Courtesy faculty may participate in department activities consistent with departmental governance documents

Use of the Recreation Center at Faculty/Staff rates

Use of the USF Library

Parking permits at Faculty/Staff rates

Email account

Access to CMS buildings including key to MSL or KRC, if specifically requested and approved by the Dean.

The required paperwork for Courtesy Faculty (association with USF in name only): Courtesy offer letter only. No benefits or USF resources are provided. No additional information or paperwork needed.