



Title:	Courtesy Faculty Appointments	Type:	Academic
No:	AC 2005	Approval Date:	3-4-2014
Responsible Office:	VPAA & Provost	Approved By:	Fac Exec Cncl
Next Review:	2019	Revision No:	

I. Purpose/Introduction/Rationale

To aid in maintaining the quality, flexibility, and continuity of the academic activities of Rollins College – instructional, scholarly, professional, or artistic – the work of the regular faculty may be complemented by the services of qualified administrative staff engaged in the generation or dissemination of knowledge through the conferring of courtesy faculty status.

II. Definition

Courtesy faculty status is an unpaid, non-tenured faculty appointment conferred upon an administrative staff member whose appointment is in a non-academic unit of the College. The appointment provides faculty status, but is not subject to the appointment or tenure policies of the Arts and Sciences, College of Professional Studies, or Roy E. Crummer Graduate School of Business Faculty Bylaws.

Courtesy faculty appointments are normally appropriate only for administrative staff members who hold the doctoral degree, are employed full-time by the College in a professional administrative staff position, and are deemed qualified to teach by the faculty of the academic discipline in which the courtesy appointment is sought. Courtesy faculty appointments are not to be regarded as an alternative to regular faculty appointments.

III. Procedure or Application

- A. The administrative staff member seeking a courtesy appointment shall submit a letter of justification and current curriculum vitae to the Dean of the academic discipline in which the courtesy faculty appointment is sought.
- B. The Dean shall confer with the disciplinary department chair, providing the department with copies of the candidate’s justification letter and curriculum vitae.
- C. Determination of courtesy academic rank will be at the discretion of the disciplinary department, in consultation with the appropriate Dean and Vice President for Academic Affairs and Provost (VPAA/Provost).
- D. The duration of courtesy faculty status (up to five years) will be specified in an appointment letter generated by the VPAA/Provost, after consultation with and approval by the appropriate Dean and disciplinary faculty. Courtesy faculty status will automatically terminate after five years unless renewed by the VPAA/Provost. The status may be extended through the issuance of a new appointment letter. Courtesy faculty status may be revoked at any time by the disciplinary department, appropriate Dean, or VPAA/Provost.

- E. Courtesy faculty appointees may serve as instructor of record for undergraduate or graduate courses for which they hold appropriate academic qualifications. Administrative staff members with courtesy faculty appointments are not normally compensated for the first course (four [4] semester hours) of instruction in a given term. Instruction beyond a single course per term is compensated according to College Policy HR 7200 *Policy on Instructional Compensation for Staff*.
- F. Courtesy appointees shall be included in departmental faculty listings in College publications, e.g., catalogues and web pages, and should be identified as “Courtesy Faculty Affiliates.”
- G. In formal settings, such as publications and grants, the administrative staff members with courtesy faculty appointments shall use the term “courtesy” as a part of his or her title, e.g., “Courtesy Assistant Professor” or “the author holds an appointment as a Courtesy Assistant Professor at Rollins College, Winter Park, Florida.”

IV. Related Policies or Applicable Publications

HR 7200 Policy on Instructional Compensation for Staff

V. Appendices/Supplemental Materials

[Not applicable.]

VI. Rationale for Revision

[Not applicable.]