



ROLLINS COLLEGE POLICY

Title: Courtesy Faculty Appointments	Type: Academic
No: AC 2005	Approval Date: 2-2-2026
Responsible Office: VP Academic Affairs and Provost	Reviewed By: Dean, CLA, 9-17-2026; Dean, Holt, 9-17-2026; AD/COO, Crummer, 9-17-2026 Approved By: VPAA Provost, 9-23-2026 Notifications: 2-2-2026, President’s Cabinet, President; CLA Faculty Affairs Committee Chair; Crummer Faculty President, College Policy Committee
Next Review: 2030-2031	Revision No: 2, see Section VII this document for revisioning history.

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 full- and part-time (adjunct) 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. This policy applies to all qualified administrative staff of Rollins College, those in the College of Liberal Arts (CLA), Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer).

II. Definitions

Courtesy faculty status is an unpaid, non-tenured, faculty appointment conferred upon an administrative staff member whose full-time, primary appointment is in the staff job family (including administrators) of the College. The appointment provides faculty status, but is not subject to the appointment or tenure policies of CLA or Crummer.

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 position in the staff job family, 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 full- or part-time (adjunct) faculty appointments.

III. Procedure or Application

- A. The qualified 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 in CLA, three or four [3 or 4] semester hours in Holt, and three [3] semester hours in Crummer) 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

[AC 2001 Academic Faculty Credentialing](#)

[HR 7200 Instructional Compensation for Staff](#)

[Rollins College Faculty Handbook, Section III, CLA Policies and Procedures, Teaching Load/Employment \(pp. 24-26\).](#)

V. Appendices/Supplemental Materials

Not applicable.

VI. Effective Date

This policy is effective February 2, 2026, and supersedes all versions issued previously.

VII. Revisioning History

Rev. 2: 2-2-2026, regular periodic review and non-substantive updates.

Rev. 1: 4-27-2017, non-substantive changes for CLA governance/name change.

Original Approval: 3-4-2014, by Executive Council of the Faculty, Planning and Budget Committee; President's Staff, and President.