
ACADEMIC AFFAIRS POLICY STATEMENT

TOPIC: Courtesy Faculty Appointments – Interim Policy

DATE: Recommended by Academic Council on October 15, 2014
Approved by Provost Austin on October 16, 2014

PROCEDURAL NOTES

The current Faculty Handbook makes no mention of so-called “courtesy” faculty appointments, commonplace at other institutions of the size and character of Duquesne. However, the Provost’s Office has recently received requests for several such appointments. Rather than proceed ad-hoc, we have prepared this document for review by Academic Council. If approved, it will serve on an interim basis and be automatically superseded when the revised Faculty Handbook is adopted.

Parts of this policy have been freely adapted from that employed at the University of Oregon. Other sources consulted included the Web sites of Stanford University, Loyola University Chicago, Ohio University, Santa Clara University and Boston College.

Once adopted, this policy will not apply retroactively. Individuals who already hold appointments of the kind described in this policy are “grandfathered” and need not be reappointed. This policy will apply to all appointments following the date of its adoption by the Provost upon the recommendation of the Academic Council.

Courtesy Faculty Appointments

Courtesy faculty appointments may be offered to individuals in two categories:

- i. individuals who hold continuing full-time appointments in one department but contribute without additional compensation to the work of another department in ongoing and substantial ways that are nevertheless not so extensive as to justify a joint appointment; and
- ii. individuals who visit the university from another institution or work outside the Academy and contribute without compensation to a department’s mission.

An academic department or program may at any time request that a courtesy appointment be offered to an individual who meets the criteria outlined in (i) or (ii). In a memorandum to the dean of the school/College¹, the department chair or program director should outline the role the

¹ In instances where the academic program seeking to make a courtesy appointment reports directly to the Provost, the Provost shall act in the role otherwise filled by the dean.

department or program foresees for the individual and the way in which his or her activities will be supervised. The memorandum should also specify a rank commensurate with the proposed appointee's academic qualifications, his or her rank at his or her current institution (if applicable) and his or her expected duties or activities. The department chair or program director should attach to the memorandum a current curriculum vitae or resume for the proposed appointee that includes appropriate contact information.

If the dean of the school/College approves the request, he or she shall send a letter to the visitor extending the courtesy appointment.

- The letter should clearly state the term of the courtesy appointment, which may not exceed one academic year but may be renewed annually at the request of the sponsoring department or program.
- The letter should clearly state the academic title that the individual will be entitled to use. That title must include the phrase "by Courtesy" (e.g., Assistant Professor of Philosophy by Courtesy) and must always be used in full.
- The letter should clearly state what additional privileges or services if any (e.g., picture ID card, library privileges, email access) will accompany the appointment. Such privileges or services must have been agreed in detail with the University offices responsible for granting or providing them before the appointment letter is issued. Issues or concerns regarding the propriety of extending certain privileges or services will be resolved by the Provost.

The dean shall send one copy of the letter and the appointee's curriculum vitae or resume to the Office of the Provost. The dean shall send an additional copy of the letter only to all offices that have agreed to provide privileges or services to the appointee.

Individuals holding courtesy appointments are not members of the Faculty Senate (unless by virtue of holding non-courtesy appointments in other departments) and have no right to vote in any area of faculty governance.

The sponsoring department or program is responsible for supervising the work of the appointee and for ensuring her or his compliance with all relevant University policies and procedures.

At her or his sole discretion and without prior notice, the Provost may void a courtesy faculty appointment if she or he determines that it no longer serves the best interests of the University.