

Process for Courtesy Appointments

Courtesy Faculty appointments at Florida Gulf Coast University may be extended to qualified applicants based upon their individual expertise in support of the curriculum and mission of the University. These appointments may be extended for one, renewable basis, and do not include any expectation of compensation or space allocation.

Elements of the Selection Criteria:

- Demonstrated expertise in a given field
- Clearly defined benefits to the curriculum
- Benefits to the scholarly activity of FGCU faculty including collaborations to address the research or educational needs in our five-county service area.
- Other benefits to the FGCU and its programs

Nomination Procedure:

- Faculty and Chairs/Directors should complete the request for courtesy appointment form and submit along with a written nomination of qualified individuals for courtesy faculty appointments through their respective Deans of the appropriate college.
- Non college employed personnel may submit written nominations through an Academic Dean or directly to the Provost for consideration.
- Nominations must be accompanied by a current vita.

Approval Process:

- Upon nomination through the Office of the Dean and majority vote of the appropriate faculty, the Provost will decide approval of courtesy faculty status. Notification of the appointment will be sent to the Courtesy Faculty with a copy to the appropriate Dean, Human Resources and Library Dean.
- Approved courtesy faculty applications will be kept on file in the Offices of the Dean and the Provost.

Renewal Process:

- All Courtesy appointments will end on May 31 of a designated year. By February 28th of the year in which the appointment expires, the appropriate college will notify the Courtesy Faculty that the appointment is about to expire and outline the renewal process. By April 30th courtesy faculty members will signify in writing their desire to continue affiliation with the University. The renewal request to the Dean of the College must be accompanied by a letter requesting re-appointment and an updated CV or resume. For renewal, the request will be evaluated by the Dean, voted on by the appropriate faculty in the college, and submitted to the Office of the Provost for approval. Notification of approval will be sent from the Office of the Provost with a copy to the appropriate Dean.

Benefits:

- Faculty-level access to the University Library. An orientation and guidelines for the use of these resources will be provided through the FGCU Library.
- Access to computing facilities including an e-mail account and off-site access to network resources.
- Access to equipment, facilities, and support services if available.
- Faculty discounts at the University Bookstore.
- Ability to process grants through the institution with a faculty sponsor.

Expectations:

Courtesy faculty will support FGCU's curriculum and mission through one or more of the following:

- Guest lectures or seminars.
- Active involvement in student mentoring including student internships and senior research projects.
- Development of inter-institution or agency partnerships or collaborative agreements that include FGCU.
- Other activities as benefits the mission of the institution.