

COLLEGE of CHARLESTON

OFFICIAL DIVISIONAL POLICY Academic Affairs Division

Courtesy Faculty Appointments

Contents

- 1.0 Policy Statement
- 2.0 Procedure
- 3.0 Reservation of Appointment Authority
- 4.0 Policy Manager and Responsible Party or Office
- 5.0 Departments/Offices Affected by this Policy
- 6.0 Procedures Related to this Policy
- 7.0 Related Policies, Documents or Forms
- 8.0 Review Schedule

1.0 Policy Statement

The major purpose of making courtesy faculty appointments is to stimulate interaction between the appointee and the students and faculty of the College. This interaction could take the form of teaching, advising, research, and/or service.

Courtesy faculty appointments may be offered to persons who visit the College of Charleston from other institutions; who work outside the College and contribute without compensation to a Department, School, or Program; or who otherwise contribute without compensation to a Department, School, or Program. The individual is given the title of Faculty Affiliate, unless some other title is approved by the Provost and Executive Vice President for Academic Affairs (e.g., Research Scientist, Executive in Residence, Scholar in Residence, Courtesy Associate Professor of Philosophy).

Courtesy faculty appointments are normally made for three years and should typically be aligned with the academic calendar. Persons with courtesy faculty appointments receive neither salaries nor benefits from the College for the completion of any tasks associated with their courtesy appointments.

2.0 Procedure

2.1 Making a Courtesy Appointment

A Department, School, or Program requesting a courtesy faculty appointment shall:

- Ask a prospective appointee to submit a current curriculum vitae or resume and, ordinarily, a letter of interest indicating how she or he would contribute to the Department, Program, or School. In addition to the submitted materials, the relevant Dean(s) and/or the Provost may request additional material concerning the background, qualifications, or interests of the individual requesting the courtesy appointment.
- Forward the relevant recommendation(s) for the courtesy appointment, delineating the terms of the appointment, to the Provost and Executive Vice President for Academic Affairs (hereafter, "Provost"), with a copy to the Associate Provost for Faculty Affairs.
- The Provost will send a letter of the appointment to the individual, with copies provided to the appropriate Dean(s), the Department Chair or Program Director, the Vice President of Human Resources, and other relevant administrators.
- All courtesy appointments are subject to completion of employee background checks, consistent with College Policy 9.2.1.

2.2 Resources Available to Courtesy Faculty

With the approval of the Provost and the relevant Dean(s), individuals given courtesy faculty appointments may, for the duration of the appointment:

- Be issued a College identification card
- Be given library privileges
- Be provided with a College email account
- Have the courtesy faculty appointment recognized at appropriate College websites and in other published materials
- Be given the opportunity to purchase a parking permit for a designated College parking lot or parking garage, consistent with other applicable policies or procedures of the College

Individuals requesting College identification cards, library privileges, or email accounts must complete a Personal Data Sheet.

2.3 Courtesy Faculty Serving as Instructors of Record

Individuals with courtesy faculty appointments who wish to serve as Instructors of Record, including those wishing to supervise theses or independent projects, must also receive Instructor-of-Record appointments via the Adjunct Appointment and Teaching Effort Process and credentialed by their Department, Program, or School, consistent with the provisions of the Divisional Policy on Instructors of Record and Faculty Credentials. These faculty must submit official graduate transcript(s) and any other required credentials documentation, as required by institutional and divisional policies.

2.4 Termination of Courtesy Appointments

Individuals who wish to resign courtesy appointments should submit an appropriate

resignation letter to the Provost and the relevant Dean. The President or Provost may terminate a courtesy appointment at any time without notice or reason.

3.0 Reservation of Appointment Authority

No provision of this divisional policy shall interfere with the appointment authority of the President, or such authority as may be delegated by the President to the Provost.

4.0 Policy Manager and Responsible Department or Office

Provost (or Provost's Designee), Office of the Provost

5.0 Departments/Offices Affected by this Policy

Office of the Provost
All Deans, Departments, and Academic Programs

6.0 Procedures Related to this Policy

None.

7.0 Related Policies, Documents or Forms

Faculty/Administration Manual
Policy 9.2.1, "Background Checks Policy"
Divisional Policy on Instructors of Record and Faculty Credentials

8.0 Review Schedule

Approved: April 2005
Revised: July 2016
Revised: September 2016
Revised: February 2017
Revised: August 2017
Next Review Date: October 1, 2022



Signed: _____
Brian R. McGee, Provost