0.0 CONTENTS

1.0 Purpose
2.0 Procedure

1.0 PURPOSE

1.1 Definition

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, or service.

Courtesy faculty appointments may be offered to persons who visit the College of Charleston from other institutions or work outside the College and who contribute without compensation to a Department, School, or Program. The individual is given the title of Affiliate.

Courtesy faculty appointments are normally made for three years and should normally cycle with the academic calendar. Persons with courtesy faculty appointments receive neither salaries nor benefits from the College.

2.0 PROCEDURE

2.1 A Department/School/Program requesting a courtesy faculty appointment must:

- Ask prospect appointees to submit a current vita or resume and a letter or interest indicating how they would contribute to the Department or School or Program
- Forward their recommendations for courtesy appointments, delineating the terms of the appointment, to the Provost; the Provost will send a letter of the appointment to the individual, copied to:
  - President
  - Dean(s)
  - Chair(s) or Director(s)
  - HR Director
  - Library

2.2 Individuals given courtesy faculty appointments may, for the period of appointment:

- Be issued a College ID card;
- Be given library privileges;
- Be provided with a College email account;
- Be listed as an Affiliate on the Department/School/Program web site and literature;
- Be able to apply for external grant funding using the College as a sponsoring agency
- Be given the opportunity to purchase a parking permit for a Faculty/Staff designated lot

2.3 Individuals requesting College IDs, library privileges, or email accounts must complete a Personal Data Sheet.
2.4 Individuals serving as course instructors or supervising theses or independent projects must complete a Personal Data Sheet, Credential Certification form, and submit original transcripts.

Approved by Provost Jorgens April 2005