

COURTESY FACULTY

Courtesy faculty are non-remunerative appointments for those individuals who will provide substantive and sustained contributions in achieving the mission of the department and the University.

See here for more information:

<https://hr.ufl.edu/manager-resources/employment-hub/non-employee-appointments/>

<https://regulations.ufl.edu/wp-content/uploads/2012/09/7003.2016final4-8-16.pdf>

Courtesy faculty appointments will not be approved for retired UF faculty members during the following restricted time periods:

If determined a "retired" participant by the State of Florida, the individual cannot prearrange or accept a role (paid or unpaid) that provides services in any capacity in the first 6 months following retirement to an FRS-participating employer, such as UF. Providing services to an FRS-participating employer in any capacity during this six-calendar month period will cancel the faculty member's retirement and the faculty member and the FRS-participating employer will be held jointly and severally liable for repayment of all retirement benefits received. This means that each party can be held fully responsible for the repayment of the total amount of retirement benefits. There are no exceptions to the six-calendar month termination requirement.

During months 7-12 following retirement, FRS PP pension plan participants must suspend retirement benefits in order for the retiree to provide services. FRS Investment Plan and SUS ORP participants may provide services in months 7- 12, if a distribution was received. However, if the retiree is receiving a withdrawal, the benefit must be suspended in order for the retiree to provide services.

COURTESY TITLES:

If the courtesy faculty is a former UF employee, the title (with the courtesy modifier) should be the title at separation.

If the courtesy faculty is a future UF employee, the title (with the courtesy modifier) should be the title in the offer letter.

If neither of the above, the title (with the courtesy modifier) should be based on the duties and the number of years since obtaining the Ph.D.:

0-7 years = Assistant

8-14 years = Associate

Greater than 14 years = Full

Courtesy faculty appointments may be issued for up to 5 years and may be renewable after the initial 5 years.

IFAS PROCESS

If required by the unit, provide for departmental review of the application and a vote by departmental faculty eligible to vote on faculty hires. This vote will be advisory to the chair. IFAS does not require a vote.

Request approval from IFAS SVP for the courtesy appointment. Letter should include an explanation of how the appointment will benefit the applicant, the department, and IFAS, as well as the results of the vote, if one was taken. Send the request letter to IFAS HR along with the curriculum vitae. As appropriate, a letter of support from at least one current faculty member sponsor may be included.

If approved, prepare the offer letter that outlines responsibilities, assignment, duties, the time limits / at-will nature of the appointment, and that the appointment is not tenure-eligible. Template available from IFAS HR.

Documents to attach to the hire ePAF:

- SVP approval letter
- CV
- Offer letter

IN ADDITION:

- Eligible for a Gator 1 Card.
- Eligible to purchase a parking decal.
- Emergency contact form is recommended, but not required.
- If the person has been given permission to drive UF vehicles to conduct business for UF, they will be covered under UF's State auto liability insurance. This will need to be noted in the offer letter. The unit will need to keep a record/notation of this on a spreadsheet.
- Graduate Faculty Status: Courtesy faculty are eligible to become members of the graduate faculty at UF, subject to the minimum requirements outlined here:
<http://graduateschool.ufl.edu/faculty--staff/resources/graduate-faculty/>