

Academic Courtesy Appointments

Academic departments may, occasionally, have the need to offer an individual who is not a member of the University community a courtesy appointment. Such appointment is **without compensation**, is for a specified period of time, but in any case, never for more than one year at a time, and may be made only by the Provost, the University Librarian, or in New Brunswick, by the Deans and Directors, upon recommendation of the department. A courtesy appointment does not create an employer/employee relationship.

In making a courtesy appointment, any faculty title may be used as long as it is preceded by the word “Visiting,” except that faculty emeriti/ae shall be called “Professor Emeritus/a.”

Provosts, the University Librarian, and the Deans and Directors in New Brunswick, should develop a procedure for approving these appointments that will insure that the arrangement is an appropriate one both for the appointee and the University. Courtesy appointees may not be given fiduciary responsibility except in extraordinary circumstances. If you think you have such a situation, please contact Dr. Karen R. Stubaus, Associate Vice President for Academic Affairs at 732-932-4889, or by email at stubaus@oldqueens.rutgers.edu before the offer of an appointment is made. Please call also to discuss any other questions you may have concerning academic courtesy appointments.

A sample letter for courtesy appointments for visiting faculty is attached and should be used as a format in making all such appointments.

SAMPLE LETTER
ACADEMIC COURTESY APPOINTMENT

Dear:

I am very pleased to offer you a courtesy appointment as *Visiting* in the Department of _____, beginning _____ and ending _____.

This appointment is without compensation, does not create an employer/employee relationship and may be terminated by you or by the University at any time and for any reason. Accordingly, you are under no obligation to provide services to the University. If you do so they will be entirely voluntary. Since you will not be an employee of the University, you will not be eligible for certain employee entitlements such as workers' compensation.

I can arrange for you to obtain identification to enable you to use the University's libraries and other facilities if you wish. Although not an employee, you will be a part of the University community and expected to abide by departmental and University rules and regulations. [If relevant, attach a copy of any documents that might be useful, such as departmental by-laws.] If any questions arise in connection with this appointment, please refer them to me.

The faculty in the Department of _____ [Dean (if from Provost)] _____ and I hope you accept this appointment. Please indicate your acceptance by signing and returning this letter to me.

Yours truly,

[Provost, University Librarian, Dean or Director]

cc: [EVPAA]

I accept the offer of a courtesy appointment as Visiting _____ in the Department of _____, beginning _____ and ending _____ and I accept the terms under which it is offered.

Signature

Date