**Proposed Policy on Courtesy Appointments**

**Courtesy Appointments**

Courtesy appointments occur when a WCU faculty member (of any rank) holds an honorary concurrent appointment in a WCU department and/or college other than his or her home department/college. Courtesy appointments allow for recognition of significant and ongoing contributions of faculty to departments and programs other than their own; examples of such contributions include directing graduate theses, supervising undergraduate student research, overseeing interns, participating in accreditation work, or teaching classes.

**Responsibilities and Benefits**

Courtesy appointments generally do not include a commitment of funds, office space, or other support, nor, unless otherwise stipulated, do they grant the faculty member voting privileges in the granting department. Departments may include courtesy appointment faculty on informational material, on web sites, or in departmental/program communications. Faculty may include reference to courtesy appointments in AFE materials or on CVs.

If a courtesy appointment faculty member is asked to teach a class in another department/program, the department heads of both units must agree that the faculty member is qualified to teach that class and ensure that the class is factored appropriately into the workload of both the faculty member and the department.

**Duration of Courtesy Appointment**

A courtesy appointment may be for the duration of the faculty member’s current appointment or for a shorter period of time. Departments and colleges are encouraged to make courtesy appointments for the longest reasonable period. Approved courtesy appointments continue at the discretion of the granting department; the granting department may terminate the courtesy appointment at any time. For tenure-track faculty, the courtesy appointment may not extend beyond the probationary period. For faculty members holding term appointments, the usual length of time would be for the duration of the individual’s current appointment; the courtesy appointment may not extend beyond the end date of the faculty member’s primary appointment at WCU.

**Courtesy Rank and Title**

A courtesy appointment is made at the same rank as the faculty member’s primary appointment. The title of a faculty member who has been appointed to a courtesy appointment should read [Primary rank] of [Subject] and, by courtesy, of [Subject]. Example: Dr. Chris Smith, Associate Professor of History and, by courtesy, of Philosophy.

**Appointment Process**

The department or college wishing to offer the appointment submits a letter of recommendation to appoint a current WCU faculty member to a courtesy appointment; the home department, college, or faculty member may not initiate a courtesy appointment in another department or college.

The letter of recommendation requesting the appointment should include the following:

Name of Faculty Member being recommended Faculty Member #920

Faculty Member Current Department Faculty Member Current College

Faculty member Current Rank & Title Current Department Head

Sponsoring Department/Unit Sponsoring College (if different)

Sponsoring Department Head

Semester Appointment Begins Semester Appointment Ends

Brief Justification Faculty CV

Typed Names and Signatures: Faculty Member Both Department Heads

Both Deans Provost or Assoc. Provost

The brief justification should include rationale and background that justifies the courtesy appointment. The recommendation is submitted to the Provost. The letter must be signed by the Department Heads and Deans of both the primary department and college and the courtesy department and college.

*Draft prepared April 27, 2014*