

Courtesy Faculty Appointment(s): Frequently Asked Questions

General Appointment Process

- Where can I locate the courtesy faculty policy and when does it go into effect?
 - The policy went into effect on February 1, 2023, and can be located on the UF Policy Hub; <https://hub.policy.ufl.edu/s/article/Courtesy-Faculty>.
- Where can I find courtesy faculty information and resources?
 - Courtesy faculty appointment information can be found on our Positions and Assignments on the Non-Employee Appointments page: <https://admin.hr.ufl.edu/employee-management/positions-and-assignments/non-employee-appointment/>.
- How do you define a courtesy appointment?
 - A courtesy appointment refers to a non-remunerative position given to individuals who make substantial and ongoing contributions toward the department's and the University's mission. These contributions may include serving on graduate committees, collaborating on research, or participating as a visiting scholar.
- What is the difference between the available modifiers in ePAF?
 - There are three types of courtesy faculty modifiers:
 - **Courtesy (CO)** - This modifier should be used for those individuals not currently employed by the University of Florida in any other capacity.
 - **Joint* (JNT)** – This modifier should be used to designate an employed faculty member who is performing responsibilities in teaching or graduate supervision in another department on a regular basis.
 - **Affiliate* (AFFL)** – This modifier should be used to designate an employed faculty member's participation in some function of another department on an infrequent or occasional basis.
 - *The affiliate and joint designations identify those individuals who have another appointment(s) on campus, whereas the standard "CO" courtesy modifiers are exclusive to non-UF employees.
- Where can I locate a list of all job codes?
 - You can find the list of available job codes and their descriptions at this link: <https://hr.ufl.edu/wp-content/uploads/2022/07/courtesy-job-codes-and-descriptions.pdf>

- Since courtesy faculty appointments require a social security number (SSN) to be entered in myUFL, how do I hire someone who may not have an SSN?
 - If a courtesy faculty member does not have an SSN, [Payroll Services](#) can issue the UF Temporary ID. You will need to email payroll-services@ufl.edu the UFID, reason why the ID is needed, name of requestor, department name and phone number.
- The policy states that a dean or vice president (per college or unit policy and procedure) must approve the appointment letter; may I have a Chair or Director sign the letter in lieu of these signatories?
 - Yes, if your college/academic unit's leadership wants to designate someone else to sign on their behalf, then we would need an approved delegation of authority (letter/email) from the dean or vice president's office.
- Can we hire a courtesy faculty who solely resides in another country if they are collaborating with a UF faculty member?
 - Yes, a U.S. employment-based visa is not required for courtesy faculty members who reside outside the U.S. and collaborate with UF faculty.
- If the end date of the original offer letter needs to be extended between years one to five, do you require an updated offer letter?
 - Since no hire ePAF is necessary during this time, the department can store an updated letter at their level. If previous versions of your college's letters stated "renewed annually" then no additional letter is required until the five-year mark.
 - After five years the appointment will be automatically terminated through the Courtesy Faculty Review File, but the Courtesy Faculty member can be reappointed with a new offer letter via entering a new hire ePAF (see the Courtesy Faculty Review File section below for instructions).
- We have an incoming faculty member that needs to get a jump start on transferring grants through UFIRST, are we able to use the courtesy faculty salary plan to get them in the system sooner?
 - If an incoming faculty member has already accepted their offer of employment and a signed offer letter is attached to the hire ePAF then yes, it may serve as a temporary workaround. However, it is important that the courtesy appointment is terminated once their primary faculty appointment is active in Job Data. Departments should attach the signed primary appointment offer letter and notate in the ePAF comments the purpose of this appointment.

- Can we still offer a courtesy appointment to a faculty member who is resigning but wishes to remain on a committee to complete their current commitments?
 - Yes, it is permissible to provide a courtesy appointment to a faculty member who is *resigning but intends to continue serving on a committee, such as a graduate committee, to fulfill their existing commitments. In this case, continuing their involvement is not considered a “continuation of work” as defined by policy Limitations 4.9 h.
 - **Note: This only refers to individuals who have resigned, not those who have retired or been terminated.*

Requirements

- What are the requirements and specific documents needed to hire a courtesy faculty?
 - Requirements
 - Curriculum Vitae
 - Offer letter with a start and end date.
 - Approval from Dean or Vice President, per college of unit policy and procedure.
 - Outlines responsibilities and assignment, duties.
 - Includes explanation of how the appointment will benefit the applicant, the department, and the college.
 - The full courtesy faculty title should be included in the offer letter.
 - A Social Security number is required for entry into myUFL, but a physical card is not needed with ePAF documents
 - If Applicable
 - Approved Employment of Relatives email, see policy procedures for Nepotism.
 - Work authorizations and approvals, see policy procedures for Limitations.
 - Verification of rehire status
 - Verification is required only if the individual is receiving benefits under the [Florida Retirement System \(FRS\)](#) within the first six months after their retirement date (see [policy](#) procedure for Limitations 4.9 a).
 - **To ensure that you are following all procedures please review the [UF Courtesy Faculty Policy](#) located on the [UF Policy Hub](#), as there are more detailed requirements pertaining to screening and limitations.**

Courtesy Faculty Review File

- **When does the file open and how regularly will a review be needed?**
 - The Courtesy Faculty Review File opens on March 1st each year and closes later in March. The effective dates align with the closing date.
 - To ensure an accurate headcount of your courtesy population, your department should consistently terminate any appointments that are no longer needed. This practice helps mitigate risks associated with system access and reduces costs related to licensing, subscriptions, and other expenses.
- **How can I navigate to the file in myUFL?**
 - The courtesy faculty review file is located at: Main Menu > Human Resources > Workforce Administration > Job Information > UF Appointment Review
- **What are my action items with the review file?**
 - All courtesy appointments will have the box checked for termination.
 - Appointments the college/unit does not wish to terminate must be unchecked
 - All courtesy appointments older than five years must be renewed with an updated offer letter
 - All reappointments should be submitted via Hire ePAF effective for the closing date of the review file that year. The closing date will be communicated by UFHR Employment Operations and Records annually before the file opens. New hire ePAF's submitted to continue Courtesy Faculty appointments should have an effective date matching the closing date of the file.

Researcher and Research Support Screening (RISC Assessments)

- **How are researcher and research support positions defined?**
 - Research/Research Support positions are defined as “Any UF person who directs or conducts research or creates research materials or receives training in the conduct of research or a person who collects, manipulates, manages, or controls access to research data or research activities or other sensitive data.”
 - Positions may involve external oversight for activities, but the source of funds does not determine how researcher or research support positions are coded. These positions can include scholarly activities. For further instructions on how to complete the process: <https://admin.hr.ufl.edu/hiring/employee-background-screening/researcher-and-research-support-screening/>.

- What is the process for those who fall in this category?
 - There is an attestation box at the bottom of the courtesy faculty offer letter template that must be completed by the department.
 - If marked “Yes” then the department should provide the courtesy faculty member this screening link: <http://explore.jobs.ufl.edu/cw/en-us/job/527535?lApplicationSubSourceID=>
- If someone has already undergone the RISC assessment screening, do they need to complete it again for a new courtesy appointment?
 - Yes, if the appointment meets the definition of a researcher or research support position.
- Are joint and affiliate faculty included in the researcher and research support screening process?
 - Joint and affiliate faculty (employed faculty members) are not included in the researcher and research support screening process.
- Are courtesy appointments that require reappointments (after five years) included in the researcher and research support screening process?
 - No, courtesy appointments that require reappointments are not included in the researcher and research support screening process, even if the applicant was not previously included.