

# Memo

**TO:** All Department Heads

**FROM:** Wei Hong, Associate Dean for Faculty Affairs

**CC:** David Reingold, Dean, Kirk Willing, Director of Financial Affairs, and Katherine Prochno, HR Consultant;

**DATE:** June 8, 2017

**SUBJECT:** Procedures for Approval of Courtesy Appointments

Prior to the courtesy appointment, the Department/School Head needs to follow the procedures as follows:

1. A courtesy appointment is a faculty appointment either within or outside of CLA that recognizes the mutual benefits between the faculty in different units to enhance the research, teaching and engagement activities. In recommending such an appointment for a faculty from a different unit, the head should decide whether it meets the standard for courtesy appointments in their unit or college.
2. Once the head offering the appointment makes a positive decision by faculty vote or other means, the head should confirm with the head of the faculty to be offered the courtesy appointment for their support.
3. The head of the unit offering the appointment should send his/her endorsement to the Associate Dean for Faculty Affairs, copied to the Dean, with a brief memo outlining the rationale and a draft of the offer letter.
4. Once the Dean approves, the head of the unit offering the appointment will forward the approval to the business office to prepare an official letter to be accepted by the faculty receiving the appointment and recorded by the business office.