**XX.XX Faculty Courtesy Appointments**

**Purpose**

To create an institutionally-recognized and administered position for the uncompensated involvement of external faculty in the research, public service, and other scholarly endeavors of the University of Northern Iowa.

**Policy Statement**

Faculty Courtesy Appointments may be extended to qualified candidates based upon their individual expertise and the support and relevance the appointment would contribute to and advance the research, scholarship and public service mission of UNI. Faculty Courtesy Appointments enable said faculty to possess a formal title within the University and allows for access to certain elements of the University’s infrastructure normally afforded to University-employed faculty.

A Faculty Courtesy Appointment at the University of Northern Iowa (UNI) is a nomination-based (non-competitive/application-based) appointment that is limited to individuals external to UNI who possess the professional and educational credentials normally required to obtain an employment-based faculty position at UNI. Faculty Courtesy Appointments may only be recommended by an employed UNI faculty (Nominating Faculty) and approval from the nominating faculty’s home Department Head or University Center Director and the Department or University Center’s home College (and School, if applicable) Dean are required. Courtesy Appointments are based on individual expertise who have a demonstratable ability to support UNI’s research, public service, and other scholarly activities.

**A Faculty Courtesy Appointee is:**

1. An individual receiving a courtesy faculty appointment.
2. Not an employee of the University, does not carry academic rank, and may not earn emeritus faculty status.
3. An individual who supports the University’s mission through one (1) or more of the following means:
   1. Active involvement in student mentoring and advising, including student internships, senior research projects, and graduate students;
   2. Development of inter-institution or agency partnerships or collaborative agreements that include the University;
   3. Other activities that benefit the mission of the University, including serving as a visiting scholar;
   4. Research and scholarly collaborations with University faculty & staff; or
   5. Work on individual scholarship
4. A representative of their home academic department or University Center, college, and the University.
5. The guest of the Nominating Faculty and effectively reports to the nominating faculty. At any point the nominating faculty or the Department Head or Center Director, or the College Dean may terminate the appointment with or without cause.

**A Faculty Courtesy Appointee’s Term, Duties & Responsibilities**

1. Faculty Courtesy Appointees may be appointed for up to a 3-year appointment.
2. Appointments may be renewed for an unlimited number of renewals for up to 3-years per renewed appointment term. Appointment renewals shall follow the same process used for the initial appointment.
3. Although a Faculty Courtesy Appointee is not a UNI employee, Faculty Courtesy Appointees are subject to UNI’s employee conduct policies and procedures (such as pre-appointment background checks).
4. Faculty Courtesy Appointees may have access to UNI owned or jointly owned data and are subject to all applicable data protection, sharing and confidentially restrictions as though the Appointee were a UNI employee. If a Faculty Courtesy Appointee is involved in activities that may lead to the creation of original Intellectual Property, Inventions, Trademark or Copyright Protected goods or services an agreement addressing security, protection and ownership of the IP, invention, etc. must be in place prior to the appointment start date.
5. Faculty Courtesy Appointees may work on a sponsored project, but they cannot be a Primary Investigator (they may be a co-PI).
   1. Faculty Courtesy Appointees may not have a Faculty Courtesy Appointment and concurrently be paid by UNI (from any funding source) as a consultant or any other type of independent contractor.
   2. Faculty Courtesy Appointees may not have a Faculty Courtesy Appointment and concurrently be compensated by their institution(s) of employment to fulfill any role related to a subaward, subcontract, or grant originating from UNI to the Faculty Courtesy Appointee’s institution(s) of employment.
6. Faculty Courtesy appointments are not considered tenured, and time spent in courtesy status is not considered a probationary period leading toward tenure.
7. As a non-employee, a Faculty Courtesy Appointee cannot be the instructor of record for a class.
8. Faculty Courtesy Appointees may contribute to their home academic department or University Center, and college in a variety of ways, including, but not limited to, guest lectures, advising, mentoring, curriculum development, research, other scholarship, and external funding proposal writing.
9. Faculty Courtesy Appointees may be included in their home department or University Center’s faculty and staff lists, such as catalogs and program brochures, and should be identified as “Courtesy Faculty affiliated with \_\_\_\_\_\_\_\_\_\_\_ (*insert Department/Center name*).”
10. Faculty Courtesy Appointees may be included in their home department/University Center and/or college faculty meetings; however, they do not have a “right to attend” such meetings as a non-employee of UNI. Attendance is at the Department Head or Center Director and/or College Dean’s discretion, as applicable.
11. Faculty Courtesy Appointees may be granted access to departmental/Center/college resources as agreed recommended by the Nominating Faculty and approved by the Department Head or Center Director and, as necessary, the College Dean, and, as necessary additional approvers (such as EBusiness role managers). Resources may include:
    1. Email access and off-site network access
    2. University identification card
    3. Rod Library services and access
    4. Access to specific and necessary EBusiness, OBIEE or other electronic systems, using the normal SRS request systems.
    5. Office space and associated office supplies, such as a desktop computer, misc. office supplies, a phone, etc. and access to departmental space (conference room, etc.)
    6. University equipment (office equipment, research equipment, etc.)
    7. University research, program and other scholarly facilities
    8. Other resources as deemed necessary by the Nominating Faculty

**Procedures for Appointing a Faculty Courtesy Appointment**

The procedures for appointing a Faculty Courtesy Appointment shall be housed on UNI Research & Sponsored Program’s website and accessible by following this link: **Procedures for Faculty Courtesy Appointments**

Office of Research & Sponsored Programs

UNI Faculty Senate

President’s Cabinet

President and Executive Management Team