



## Emma Eccles Jones College of Education and Human Services (CEHS) Guidelines and Procedures for Courtesy Appointments

Adopted November 22, 2024

### *Purpose*

Courtesy appointments in the CEHS are used to acknowledge faculty members and other experts who have primary responsibilities in another college or unit, but contribute to the teaching, research, mentorship, extension, and/or service missions of a CEHS academic unit. It is expected that courtesy appointments will lead to mutually beneficial relationships between faculty in the units, ultimately enhancing the pedagogy, scholarship, and engagement activities in both units. Courtesy appointments may be extended to recognize the diverse contributions of these faculty members; however, there is no salary or benefits obligation from the department in which the courtesy appointment is held. Further, courtesy appointments within the CEHS do not provide decision-making authority within units, including, but not limited to internal faculty governance, policy development, or voting privileges.

### *Eligibility*

Eligibility for a courtesy appointment requires that an individual have an existing faculty appointment at Utah State University (faculty appointments are governed by [Policy 404: Faculty Appointments](#)) and/or demonstrable expertise that supports the teaching, research, extension, and/or service activities that support the mission of the appointing department. Individuals hired on semesterly basis, including those with Adjunct Ranks, are ineligible for courtesy appointments.

### *Process*

First, faculty interested in securing a courtesy appointment must have the support of the Department Head from the sponsoring unit as well as the concurrence of the Department Head from the faculty member's home unit. In cases when a faculty member resides in a different College, additional support from the Dean of the CEHS (or Associate Dean for Faculty Affairs) as well as the concurrence of the Dean (or their representative) of their home college is required. Support from Department Heads and/or Deans from other units should be received in writing.

Second, the Department Head of the unit offering the courtesy appointment shall confirm, by faculty vote, that the faculty from the sponsoring unit are supportive of the courtesy appointment. The Department Head will share the individual's CV and their assessment of the qualifications and merit of the individual with the faculty of the sponsoring unit prior to the vote.

Third, if the faculty of the sponsoring unit support the courtesy appointment, the Department Head should send a formal recommendation to the CEHS Dean (or Associate Dean for Faculty Affairs) for a courtesy appointment. This request should include the rationale for the appointment as well as all of the aforementioned documents (i.e., CV, written support from the administration from the academic home unit(s), a record of the faculty vote). If approved, the Department Head will send a letter confirming the courtesy appointment to the faculty candidate (copying the CEHS Dean, Department Head of the candidate's home

unit, and Dean of other college if applicable). A template offer letter can be found in the CEHS Research Related Policies link under Research Resources on the [CEHS Research website](#).

#### *Term and Reappointment*

Courtesy appointments in the CEHS are made for no more than three years and are renewable. Renewal requires Department Head support and a majority vote from the sponsoring unit's faculty. Courtesy appointments may not be renewed for a variety of reasons, including changes within the sponsoring unit that reduce alignment, shifting faculty responsibilities, and inadequate performance. Department Heads are encouraged to review their roster of courtesy appointments every spring and coordinate a faculty vote on renewal appointments prior to the end of the academic year.

#### *Special Considerations*

Courtesy appointments within the CEHS recognize the potentially mutually beneficial relationship between the faculty from different academic units and colleges. Courtesy appointments, however, do not entitle faculty from outside of the CEHS to other CEHS resources (e.g., proposal development services; access to the Statistical Consulting Studio). If desired, access to such resources may be granted (providing adequate capacity and professional alignment); however, the process will be governed by a separate Memorandum of Understanding (MOU) approved by the CEHS Dean and/or appropriate Associate Dean.

#### **Related CEHS Policies**

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