

Guidelines for a Courtesy Appointment in a Department in the College of Engineering

Revised April 10, 2015

Eligibility Criteria for Courtesy Appointment:

A Courtesy Appointment to a department in the College of Engineering will be considered for applicants who would bring additional strength to an Engineering department. At the same time it is expected that the applicant will benefit from such an appointment. The eligibility criteria must include the following:

- Terminal degree in the applicant's field of study.
- Clear demonstration that the applicant is able to contribute to the Engineering department's research and/or teaching.

Process of Courtesy Appointment:

The applicant contacts the Engineering department chair with a comprehensive Curriculum Vitae and letter indicating his/her interest in the Courtesy Appointment. The Engineering department chair forwards this application to the Engineering department faculty. The faculty discusses the Courtesy Appointment and all voting members vote on whether or not it is extended.

Duration of Courtesy Appointment:

Once a courtesy appointment is granted it will for a maximum of 3 academic years, or any portion thereof (i.e., an appointment starting in Spring still ends in Summer of the 3rd academic year), after which it may be renewed. Renewal would require that there had been sustained research activity (including publications and grants) with one or more current Engineering department faculty, or major contributions to the Engineering department's teaching mission.

Rights of Courtesy Appointee:

For the courtesy appointee there will not be any departmental budget allocation. The courtesy appointee will not be a voting member of the Engineering department. The courtesy appointee can be a co-major professor for a graduate student committee, but will not count as a faculty member of the Engineering department on such a committee. With the approval of the Engineering department's chair the courtesy appointee may teach courses in the Engineering department.

Responsibilities of Courtesy Appointee:

The courtesy appointee should give a departmental seminar within the first 3 months of their appointment to explore further collaboration possibilities with existing Engineering faculty. The courtesy appointee should work with faculty and students of the Engineering department in terms of course offerings, research, proposal writing, etc. The courtesy appointee is expected to follow the rules, regulations, and best practices of the Engineering department and the College of Engineering.

Review of Courtesy Appointment:

At the end of the 3 year appointment period, the voting members of the Engineering department faculty will vote to renew or not renew the appointment.