

**Courtesy Appointment Form**

<b>Empl ID:</b>		<b>Empl Rcd No:</b>		<b>Transaction Effective Date:</b>	
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<b>Last Name:</b>	<input style="width:250px;" type="text"/>	<b>MI:</b>	<input style="width:30px;" type="text"/>	<b>First Name:</b>	<input style="width:250px;" type="text"/>
<b>Citizenship</b>	<input style="width:350px;" type="text"/>			<b>Visa Type:</b>	<input style="width:200px;" type="text"/>
<b>Courtesy Type:</b>	<input type="checkbox"/> <i>Visiting Scholar</i> <input type="checkbox"/> <i>Post Doc</i> <input type="checkbox"/> <i>Faculty</i> <input type="checkbox"/> <i>Other</i>				
<b>Courtesy Action:</b>	<input type="checkbox"/> Original Appt <input type="checkbox"/> Transfer <input type="checkbox"/> Other (see comments) <input type="checkbox"/> Termination (Complete Term Section Below)				

**Details:**

Department Name:	<input style="width:200px;" type="text"/>	Courtesy Supv Empl ID:	<input style="width:100px;" type="text"/>
Department Number:	<input style="width:200px;" type="text"/>	Standard Hours (Weekly):	<input style="width:100px;" type="text"/>
Location:	<input style="width:200px;" type="text"/>		
Job Code:	<input style="width:200px;" type="text"/>	Job Title:	<input style="width:200px;" type="text"/>

**Reason for Courtesy Appointment**

**Comments:**

**Termination:**

Last Day in Courtesy Status:	<input style="width:150px;" type="text"/>	Termination Reason:	<input style="width:250px;" type="text"/>
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**Reviewed and Approved By:**

Department Chair:	_____	Date:	_____
Academic Dean/Director/Vice President:	_____	Date:	_____

<b>Originator (prepared by):</b>	<input style="width:200px;" type="text"/>	<b>Phone:</b>	<input style="width:150px;" type="text"/>
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