Submitting Courtesy Appointments

Below are instructions on how to complete the Courtesy Appointment Form and a list of required documents needed for a courtesy appointment. Forward the Courtesy Appointment Form with appropriate signatures and required backup documentation to Human Resources with the Employee Data Management Coversheet.

Top Section of the Form
- EMPL ID (if current employee) and Record Number (if multiple records)
- Effective Date
- Last Name and First Name

Citizenship Information
- Citizenship
- Visa Type (if applicable)

Courtesy Type
- Check appropriate courtesy type (Visiting Scholar, Post Doc, Faculty, Other)

Courtesy Action
- Check appropriate action box (i.e. original appt, transfer, other, or termination)

Details
- Department Name
- Department Number
- Location Code
- Job Code (Beginning with an “H”, “I”, or non-Faculty OPS “Y”)
- Job Title

Comments
- Include any pertinent information regarding the Courtesy appointment. If a retired faculty member is being appointed as courtesy, please indicate

Backup Documentation
- Signed Confidentiality Statement (if applicable). A person who is appointed as Courtesy and has access to documents or systems containing confidential records must be made aware of the expectation for maintaining such confidentiality
- Faculty: include a copy of the Curriculum Vitae & Official Transcript.
- Non-US Citizens: Provide a copy of their Visa with one of the following: I-20, I-797, DS2019 and a copy of their passport. If the employee is a resident alien, must provide a copy of their resident alien card
- NOTE: Please do not send a copy of the social security card; they are not required for Courtesy appointments

Procedural questions and Policy questions for non-faculty, please contact Sue Andres in Human Resources at 644-5052 or sandres@fsu.edu.

Policy questions for Faculty, please contact the Office of Faculty Development and Advancement at 644-7500.