



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

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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.