

Procedures for **Courtesy Faculty** Appointments (Revised 30-Aug-2012)

Courtesy Faculty are UGA employees. Appointment as a Courtesy Faculty Member at the University of Georgia is now considered a Regular Faculty appointment, and therefore subject to the same level of documentation and review as primary academic appointments. This checklist identifies what needs to be done, and by whom.

While the Dean's Secretary (Del Burton 706- 542-2976) will help to keep the process moving, it is critical for the applicant to supply the required / requested information in a timely fashion.

Step	Step Description	Provider	Date
1	Identify a Regular Faculty member in the Odum School of Ecology who will sponsor your nomination. This should be someone who is familiar with your area of expertise and who knows you well enough to make a strong case for your application.	Applicant	
2	Submit a letter requesting appointment as an Courtesy Faculty member in the Odum School of Ecology to the O.S.E. Associate Dean, with a cc to the Dean's Secretary. This letter must clearly articulate that the applicant seeks to have a real and long-lasting interest with OSE and will make substantive contributions to the O.S.E. These appointments are not for someone who just wants to be on a graduate student's committee.	Applicant	
3	Attach your <i>Vitae</i> to this formal request. The <i>Vitae</i> must be provided as a Word Document . [The reason for this is that part of the <i>Vitae</i> must be word-processed into the letter of support for the appointment to the Provost and the Board of Regents, and therefore this text must be accessible (<i>i.e.</i> , not a .jpg or .pdf file.)]	Applicant	
4	Authorize Ecology to cite the existence of your External Letters of Recommendation in your home department's personnel file.* [These letters MUST be from outside of department in which you are seeking appointment, but can come from within the university community. If the applicant expects to teach a regularly-scheduled class, then these letters must also address the applicant's competency to teach	Applicant	
5	Distribute the <i>Vitae</i> and application letter to the Odum School Faculty in preparation for a vote from the faculty to invite the applicant to deliver a departmental seminar.	Associate Dean	
6	Place the Courtesy Faculty nomination request on an Odum School faculty meeting agenda.	Associate Dean	
7	Cast Faculty Vote # 1 (To invite applicant to deliver a seminar.)	Ecology	
8	Schedule the Departmental Seminar.	Dean's Secretary & Seminar Committee	
9	Give Departmental Seminar. This should showcase the applicant's very best work of the past 5 years and be of broad interest to range of evolutionary, population, community, ecosystem and conservation ecologists. Make clear in your talk that you are seeking courtesy status and what you hope to gain and bring to the OSE by this appointment.	Applicant	
10	Place the Courtesy Faculty appointment vote on the next Odum	Associate	

	School faculty meeting agenda.	Dean	
11	Cast Faculty Vote # 2 (To offer the adjunct position.)	Ecology	
12	Authorize Ecology to cite the existence of your Official Degree Certification from the institution that conferred the applicant's highest degree as existing in your home department's file.*	Applicant	
13	Write Appointment Cover Letter (using the ApplicantVitae.doc file) for the Provost and Board of Regents.	Associate Dean	
14	Send application material (Request Letter / <i>Vitae</i> / External Letters / Degree Certification / & Cover Letter) to Provost	Associate Dean	
15	Nomination approval by the Board of Regents. * The BOR require that these two pieces of supporting material (4 & 12) must exist in an accessible USG personnel file.	Board of Regents	
16	Notify Courtesy candidate	Assoc. Dean	