REQUEST FOR COURTESY APPOINTMENT TO FACULTY

(For Individuals NOT Regularly Employed by BGSU)

The Faculty of the Department/School/Program of __________________________
recommends that __________________________ be granted a courtesy appointment to the Faculty for a term of ____________ years.

Current Position/Title: ______________________________________________________

Type of Appointment:

_____ Adjunct (Specify rank) ________________________________________________

_____ Professional Associate

Parameters of these courtesy appointment categories are found on the reverse side of this form. Each nomination must be accompanied by a copy of the nominee’s vitae and a brief statement which indicates the reason for the request and establishes his or her qualifications. Final approval rests with the Vice President for Academic Affairs.

Department Chair/School or Program Director _________________________________ Date __________________________

Dean of the College __________________________________________________________ Date __________________________

#Dean of the Graduate College ________________________________________________ Date __________________________

Vice President for Academic Affairs __________________________________________ Date __________________________

#The Graduate Dean’s signature is required only if the courtesy appointment is to include graduate faculty status.
**Courtesy Faculty Appointments**

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**Adjunct Appointment**—The Dean may grant adjunct faculty status to individuals who provide instructional service to the College but are not regularly and continuously on the faculty and do not normally receive a salary from BGSU. Such adjunct appointments carry the title of either instructor, lecturer, assistant professor, associate professor, or professor and, therefore, must have approval of the dean and Vice President for Academic Affairs. Adjunct faculty appointments are made for a designated time period at the end of which the appointment is automatically terminated or reviewed at the discretion of the program or department faculty, college dean, or Vice President for Academic Affairs. Time accrued as an adjunct faculty member does not apply to tenure. The credentials of adjunct faculty must be reviewed at least once every five years.

**Professional Associate Appointment**—This title may be granted by the Dean, with the approval of the Vice President for Academic Affairs, to non-University employees who make regular, yet specific, professional contributions to the College by means other than instruction and whose affiliation with the University’s instructional activities is largely *ex officio*. The term of a professional associate appointment may not exceed five years, but is renewable.