Policy

UNIVERSITY POLICY HR-27.00-09/26

TO: The University of West Florida Community

FROM: President Manny Diaz, Jr.

SUBJECT: Courtesy Faculty Appointment

RESPONSIBLE OFFICE: Human Resources

I. Purpose:

This policy establishes a protocol for the appointment of Courtesy Faculty at the University of West Florida ("University" and "UWF"). This policy is applicable to all Courtesy Faculty and is designed to clarify the affiliation between Courtesy Faculty and the University.

II. Definitions:

Courtesy Faculty: Any person who, of his or her own free will, provides services to UWF with no monetary or material compensation, on a continuous, occasional, or one-time basis, performing duties that align with teaching, research, or service.

Retiree: Any person who is receiving benefits under the Florida Retirement System. A person who retired from a private employer or an employer in another state is not defined as a Retiree for purposes of this policy and is not included in the description of individuals within section III. A.1. below.

III. Policy:

Departments may name an individual as a Courtesy Faculty member if the contributions of the individual will be substantive and sustained in achieving the mission of the department and UWF. Examples of such contributions are graduate committee service, collaborative research, guest lectures, or visiting scholar.

UWF departments and academic units that propose to engage Courtesy Faculty must contact Human Resources. Courtesy Faculty appointments may be issued for up to three years and may be renewable after the initial three years. Departments and academic units are responsible for oversight of all Courtesy Faculty and must ensure the requirements and responsibilities within this policy are followed.

A. Eligibility

1. A Retiree who wishes to serve as Courtesy Faculty member during the first six calendar months after the effective date of retirement (receipt of first distribution) from the state

of Florida must obtain a Courtesy Faculty appointment and comply with UWF Policy HR-26, Post-Retirement Volunteer Services.

2. A person is only considered a Courtesy Faculty if the services were rendered of their own free will, without pressure or coercion.

3. Courtesy Faculty may not be used as a replacement for an employee position.

4. Any individual who appears on the Florida Sexual Predator Registry, Florida Sex Offender List, National Sexual Predator Registry, or Online Wanted Persons Search shall not serve in a Courtesy Faculty capacity for UWF or UWF-affiliated organizations. Any individual who appears on the Florida Department of Corrections Offender Network will require additional review by Human Resources to determine eligibility to serve in a Courtesy Faculty capacity for UWF or UWF-affiliated organizations.

5. UWF does not permit any foreign national not authorized to work in the United States at UWF to serve as Courtesy Faculty.

6. Current foreign national employees sponsored by UWF for an H-1B work visa are not eligible to concurrently serve as Courtesy Faculty for a secondary UWF department or any UWF-affiliated organizations.

7. Courtesy Faculty appointments are not to be issued to extend access for the continuation of work associated with employment for faculty separating from UWF.

8. If an individual is serving as a Courtesy Faculty member before retirement, their Courtesy Faculty appointment must be terminated prior to receipt of any retirement distributions. If the individual wishes to serve as a Courtesy Faculty member after retirement, they must comply with this policy and UWF Policy HR-26, Post-Retirement Volunteer Services. *See* section A.1 above.

B. Screening

1. Background checks including reference checks, if applicable, are required for all Courtesy Faculty. The appropriate level of background check(s) must be completed and on file with Human Resources prior to the commencement of any activities for UWF, on UWF's behalf, or at any UWF location.

2. Research and research-related support positions are required to undergo additional screening conducted in collaboration between Human Resources and Research Integrity and Compliance.

C. Documentation

Departments and academic units should obtain the following prior to offering a Courtesy Faculty appointment:

1. Curriculum Vitae;

2. Provost approval;
3. Letter of Offer for presentation to the Courtesy Faculty candidate with start and end dates, outline of responsibilities, assignment, duties, and an explanation that the appointment is not tenure-eligible; and
4. Any additional documentation required by the department or academic unit.

D. Responsibility

Departments and academic units should communicate to the Courtesy Faculty the expectations for attendance, the performance of activities, and compliance with UWF policies and applicable laws.

E. Utilization

Courtesy Faculty may be engaged under circumstances deemed appropriate by the department or academic unit. Any faculty or staff person that has concerns about the affiliation of Courtesy Faculty in a situation should discuss such concerns in advance with Human Resources.

F. Supervision

The department or academic unit should provide direction and guidance to the Courtesy Faculty member as appropriate.

G. Nepotism

University Policy HR-15, Employee Code of Conduct, specifically prohibits a UWF employee from appointing, employing, promoting, advancing, or advocating for appointment, employment, promotion, or advancement, in or to a position at UWF, a person who is a relative of the UWF employee. This extends to the appointment and approval of Courtesy Faculty. *See* HR-15 Employee Code of Conduct.

Approved by: _____ **Date:** 9/30/26
President Manny Diaz, Jr.

Authority: Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties § 1010.35, Florida Statutes

Cross Ref.: UWF Policy HR-15, Employee Code of Conduct
UWF Policy HR-26, Post-Retirement Volunteer Services

History: Created September 2026

Last Review: September 2026