

## **Courtesy Faculty Appointment Guidelines**

### **Department of Educational Leadership and Policy Studies (ELPS) College of Education, University of Houston (UH)**

#### **1. Introduction**

Affiliate faculty members are those of another department or of a center at UH who have significant relationship to the disciplines within or history of contributions to ELPS. ELPS may name an individual as an affiliate faculty member if the person's formal association with the department will be substantive and sustained in helping achieve its mission.

Affiliate faculty status should be used for collaborations that are expected to be for a period greater than one year. The duration of the status (up to five years) will be specified in a letter of notice generated by the department chair and given to the affiliate faculty member. Affiliate faculty status will automatically terminate after five years unless renewed by the department chair. The status may be extended through the issuance of a new letter of notice. Affiliate faculty status, however, can be revoked at any time by the department chair or the dean.

#### **2. Process to Initiate Courtesy Faculty Status:**

A formal request including the candidate's CV and a memo outlining the nature of the request will be brought to the department by the chair and/or a sponsoring member of the faculty. Faculty will take a formal vote on the request following procedures outlined in relevant departmental guidelines. If approved, the departmental request to name an affiliate faculty member shall be submitted to the dean including the same letter of justification and a copy of the candidate's current resume or vita. Following the dean's approval, the department will provide the appointee with an Affiliate Faculty Notice Letter.

#### **3. Periodic Review:**

The department chair, in collaboration with the ELPS promotion and tenure and non-tenure track promotion committees, will review the appropriateness of continuation of affiliate faculty status no less than once every two years. Proposals to revoke courtesy appointments may be brought forward for a majority vote. Approved proposals will initiate an off-cycle review which can result in revocation of the appointment. The department chair is expected to be aware of and hold individuals accountable for activities associated with their ELPS affiliation. Documentation of such a review will be maintained in the department.

#### **4. Privileges:**

An affiliate faculty member may use the designated title, but the affiliation with the department must indicate that the arrangement is one of a courtesy appointment. The

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appointee may also serve on appropriate departmental committees. At the discretion and approval of the faculty, other privileges may include: Use of departmental letterhead; and participation in departmental faculty meetings, if qualified by rank and tenure status, but without being entitled to vote.

Approved November 9, 2021 18-0-0