Submitting Courtesy Appointments

Please read the following instructions on how to complete the Courtesy Appointment Form, as well as the list of required documents for a Courtesy Appointment. Once complete, forward the Courtesy Appointment Form with appropriate signatures and required backup documentation to the Courtesy Drop Box in Human Resources or HR-Courtesydocs@fsu.edu.

Top Section of the Form
• EMPL ID (if current employee) and Record Number (if multiple records); Effective Date
• Last Name and First Name
• Citizenship: Visa Type (if applicable)
• Courtesy Type: Check appropriate courtesy type
• Courtesy Action: Check appropriate action box (i.e. original appointment, transfer, other)

Details
• Department Name: Department Number: Courtesy Supervisor Employee ID:
• Location Code: Employee Class
• Job Code (Beginning with an “H” or non-Faculty OPS “Y”): Job Title

Reason/Comments
Include any pertinent information regarding the Courtesy Appointment. If a retired faculty member receives a courtesy appointment, please indicate this information.

Backup Documentation
• If a new Courtesy Appointment, include the Courtesy Appointment Worksheet optional to include Social Security number listed on the form on the line, “National ID/SSN”.
• Submit a request via the Background Check Forms Portal to determine if a background check is required.
• 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.
• Teaching Faculty: Include a copy of the Curriculum Vitae and Transcripts.
• Non-US Citizens: Provide a copy of their Visa with one of the following: I-20, I-797, DS2019. If the employee is a resident alien, you must provide a copy of their resident alien card.
• NOTE: Please do not send a copy of the social security card or driver’s license; they are not required for Courtesy Appointments.

Procedural questions and policy questions for non-faculty, please contact Shayna Harris in Human Resources at (850)644-6846, sharris3@fsu.edu. Policy questions for Faculty, please contact the Office of Faculty Development and Advancement at (850) 644-7500.

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