Courtesy Appointment Form

Empl ID: | **Empl Rcd No:** | **Transaction Effective Date:**

Last Name: **MI:** **First Name:**

Citizenship **Visa Type:**

Courtesy Type: ☐ ***Visiting Scholar*** ☐ ***Post Doc*** ☐ ***Faculty*** ☐ ***Other***

Courtesy Action: ☐ Original Appt ☐ Transfer ☐ Other (see comments) ☐ Termination (Complete Term Section Below)

Details:

Department Name: Courtesy Supv Empl ID:

Department Number: Standard Hours (Weekly):

Location: Employee Class:

Job Code: Job Title:

Reason for Courtesy Appointment

Comments:

Termination:

Last Day in Courtesy Status: Termination Reason:

Reviewed and Approved By:

Department Chair: _____ Date: _____

Academic Dean/Director/Vice President: _____ Date: _____

Originator (prepared by): **Phone:**