2.6.5 Courtesy Appointments

Formerly Known As Policy Number:
2.6.E

2.6.5(1) General Principles

Faculty members often make substantial contributions to departments other than their own, but in ways less formal than would justify a joint appointment. These contributions are sometimes recognized by means of courtesy appointments. There is usually no commitment of funds, space or other support involved in a courtesy appointment, and the faculty member has no voting privileges in the courtesy department. Courses taught by faculty members holding courtesy appointments are often cross-listed in both the primary and courtesy departments, if the course topic warrants it.

2.6.5(2) Appointment Process

If a candidate for a new appointment is also being recommended for a courtesy appointment, the courtesy title should be included in the professorial title. The dates of the courtesy appointment must be indicated on the appointment form. The Chair of the courtesy department and the school Dean should submit the form recommending initial appointment at the University.

A recommendation to appoint an existing member of Stanford’s professoriate to a courtesy appointment is initiated by the department or school wishing to offer it; the primary department or school may not initiate a courtesy appointment in another department or school. Recommendations should include background that justifies the courtesy appointment. The recommendation is submitted to the Provost on the Recommendation for Amendment of Professorial Appointment form (Appendix C [1]). The appointment form must be signed by the Chairs and Deans of both the primary department and school and the courtesy department and school.

2.6.5(3) Duration of Courtesy Appointment

A courtesy appointment may be for the duration of the current professorial appointment or for a shorter period of time. Departments and schools are encouraged to make courtesy appointments for the longest reasonable period. For tenured faculty, a minimum of three years is a reasonable guideline. For faculty members holding a term appointment, the typical length of time would be for the duration of the individual’s current appointment; the courtesy appointment may not extend beyond the end date of the faculty member’s primary appointment.

2.6.5(4) Courtesy Rank and Title

A courtesy appointment is made at the same rank as the faculty member’s primary appointment. The title of a faculty member who has been appointed to a courtesy appointment should read [Primary rank] of [Subject] and, by courtesy, of [Subject]. When an individual who holds a courtesy appointment is promoted to higher rank or granted tenure, the courtesy appointment must be renewed by means of a recommendation originating from the courtesy department by submitting a Recommendation for Amendment of Professorial Appointment form (Appendix C [1]).

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