Northeastern Illinois University may provide an individual with a Courtesy Appointment. Northeastern Illinois University values the contributions of individuals whose unpaid activities support the University's mission. This policy is designed to clarify the responsibilities of the nominating unit and the relationship between the Fellow and the University. It is also intended as a way of supporting the University Value of Community, in which we foster partnerships for learning, research, and service throughout this dynamic region to promote the public good.

The University Community

**DEFINITIONS**

<table>
<thead>
<tr>
<th><strong>Courtesy appointment</strong></th>
<th>An unpaid appointment by the University.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Fellow</strong></td>
<td>An individual who receives a Courtesy Appointment from the University to an academic area to work in research and who is not otherwise employed by the University or serving in a consultant capacity.</td>
</tr>
<tr>
<td><strong>Teaching Fellow</strong></td>
<td>An individual who receives a Courtesy Appointment from the University to an academic area to work in an area of instruction and who is not otherwise employed by the University or serving in a consultant capacity.</td>
</tr>
<tr>
<td><strong>University Fellow</strong></td>
<td>An individual who receives a Courtesy Appointment from the University to an academic or non-academic area to serve in a non-academic role, and who is not otherwise employed by the University or serving in a consultant capacity.</td>
</tr>
<tr>
<td><strong>Nominating unit</strong></td>
<td>The department/area that will supervise the Courtesy Appointment.</td>
</tr>
</tbody>
</table>

**PROCEDURES**

1. The nominating department or unit will fill out the Courtesy Appointment Nomination Form, including all required documentation, and submit it to the nominating unit’s Dean or Unit Head.
2. If the Dean or Unit Head agrees, he/she will sign the Nomination Form and forward the original to the appropriate Vice President.
3. If the Vice President agrees, he/she will sign the Nomination Form and forward the original to the President.
4. If the Courtesy Appointment is approved by the President, the Vice President reports the decision to the Dean or Unit Head. The original Nomination Form is kept by the Vice President and copies are sent to the Office of Human Resources and the Dean or Unit Head.
5. The Dean or Unit Head of the nominating unit will send an appointment letter and a copy of the Courtesy Appointment Information Form to the approved Fellow. The appointment letter will
specify the scope of the appointment, including the ending date, and a copy must be sent to the
Office of Human Resources.

6. The Fellow should complete the Courtesy Appointment Information Form (and a FERPA
confidentiality statement if appropriate) and submit this paperwork to the Office of Human
Resources for processing. If the Fellow prefers, the form may be faxed or scanned and e-mailed.

7. Upon receipt of the Courtesy Appointment Information Form and a copy of the appointment letter,
the Office of Human Resources will provide the Fellow with a memorandum verifying the
association of the Fellow with the University. The Fellow will take this memorandum to the
Information Desk to receive an NEIU ID (which will say "Courtesy Appointment"). It will generally
take about one day after the Courtesy Appointment Information Form is returned to the Office of
Human Resources for the Fellow’s NEIU e-mail address, net ID, and NEIUport access to be
activated.

8. The Fellow may identify him/herself as being affiliated with the University for the duration of the
appointment. Appointments may be renewed following steps 1-5, above.

APPENDIX

Appendix A – Courtesy Appointment Nomination Form
Appendix B – Courtesy Appointment Information Form
Appendix C – Research Fellow Sample Appointment Letter
Appendix D – Teaching Fellow Sample Appointment Letter

HISTORY

08/27/2013 – Revised; revised policy code number
N/A

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the President</td>
<td>(773) 442-5400</td>
<td><a href="mailto:y-lopez@neiu.edu">y-lopez@neiu.edu</a></td>
</tr>
</tbody>
</table>

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.
APPENDIX A – COURTESY APPOINTMENT NOMINATION FORM

Northeastern Illinois University

Courtesey Appointment Nomination Form

Name of Nominee: Dr/Mr/Ms __________________________

Type of Appointment:

Research Fellow _____ Teaching Fellow _____ University Fellow _____

Check one: New appointment: _____ Renewal of a current appointment: _____

Nominating Unit: _____________________________________________

Nominator, Nominator’s Position: ________________________________

Duration of Appointment (up to one year, renewable):

From ___________________ to _____________________

For a new appointment:

Please attach the following:

1. Nominee’s Curriculum Vitae or Résumé
2. Brief statement by nominator describing the scope of the proposed Fellow’s appointment. The statement must include:
   - Rationale for how this appointment will provide NEIU with opportunities or benefits that would otherwise be unavailable to the University;
   - A description of activities the Fellow will undertake, including whether the appointment will involve interactions with students;
   - A list of collaborators and/or supervisor who will work with the Fellow during his or her appointment;
3. List of resources the Fellow will need and how the nominating unit or the Unit Head/Dean will provide them. Include: security access (both tech and physical), phone/long distance, workspace, and library.

For a renewal of a current appointment:

Please submit a rationale for the extension of the appointment. Courtesy Appointment renewals can be made in units of one year, without limit on the number of renewals.

Please return this completed form to the Unit Head or Dean.

___________________________________________________________

Unit Head or Dean: ___________________________ Date: __________

___________________________________________________________

Vice President: ___________________________ Date: __________

___________________________________________________________

President: ___________________________ Date: __________
APPENDIX B – COURTESY APPOINTMENT INFORMATION FORM

Northwestern
Illinois University

Courtesy
Appointment Information

Banner ID: ___________________________ Social Security No.: ___________________________
(For Human Resources Use Only)

Department Name: ___________________________

First Name ___________________________ Middle Name ___________________________ Last Name ___________________________
(Former Last Name, if Applicable)

Street Address ___________________________

City __________________ State _______ Zip Code ________

Birth Date: Month _____ Day _____ Year _____

Home Phone __________________ Alternate Phone __________________

RACE/ETHNICITY

If willing, please respond to the 2-part question below:

Are you Hispanic or Latino/Latina? (A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin regardless of race) □ Yes □ No
Select one or more:
□ African American □ American Indian or Alaskan Native □ Asian □ Native Hawaiian or Pacific Islander □ White

Gender: □ Male □ Female □ Preference
Person with Disability: □ Yes □ No

EMERGENCY CONTACTS

Name ___________________________
Relationship ___________________________
Phone ___________________________

Name ___________________________
Relationship ___________________________
Phone ___________________________

Signature ___________________________
Date ___________________________

Distribution Instructions (HR Records Input Team): Please scan this form immediately after input and email with high importance to Jean Potillo, cc: Latasha Lewis, referencing Courtesy Appointment as the subject.

11/2008
SAMPLE letter for Research Fellow

Date

Dear ____________,

At the recommendation of __________, I am pleased to welcome you as a Research Fellow in __________. This appointment is effective from [insert month, day & year] to [insert month, day & year] and can be renewed upon mutual consent and recommendation of the faculty and approval of the President. University policy indicates that a courtesy appointment is non-tenure earning and carries no financial obligation on the part of the University.

As a Research Fellow, you are qualified to conduct research under the auspices of NEIU in collaboration with University faculty and/or students. Specific requirements for these activities are at the discretion of the departmental chair or Dean.

We are pleased to offer you the following benefits to recognize your contributions:

- An NEIU e-mail address, as well as access to NEIUport and space on the server for your own web page.
- A photo ID card.

Please bring this letter and a current photo ID with home address to the Office of Human Resources in the Bernard Office Building at 5555 N. Bernard Avenue, where you will be asked to complete the Courtesy Appointment Information Form. The Office of Human Resources will issue you a memo that you will be able to take to the Information Desk, located in the Village Square section of the Student Union, to have your ID card created. One day after you fill out the Information Form, your e-mail address will be activated.

I appreciate your interest in Northeastern Illinois University and welcome you to our community. If you have any questions about this courtesy appointment, please feel free to contact me or ____________.

We are committed to providing you excellent service to enhance your research experience.

Sincerely,

__________

cc: Chair of the __________ Department, Office of Human Resources
APPENDIX D – TEACHING FELLOW SAMPLE LETTER

Northeastern Illinois University

SAMPLE Letter for Teaching Fellow

Date

Dear, __________,

At the recommendation of __________, I am pleased to welcome you as a Teaching Fellow in __________. This appointment is effective from [insert month, day & year] to [insert month, day & year] and can be renewed upon mutual consent and recommendation of the faculty and approval of the President. University policy indicates that a courtesy appointment is non-tenure earning and carries no financial obligation on the part of the University.

As a Teaching Fellow, you are qualified to teach courses in your areas of specialization and may serve on departmental committees. Specific requirements for any of these activities are at the discretion of the departmental chair or Dean.

We are pleased to offer you the following benefits to recognize your contributions:

- An NEIU e-mail address, as well as access to NEIUport and space on the server for your own web page.
- A photo ID card.

Please bring this letter and a current photo ID with home address to the Office of Human Resources in the Bernard Office Building at 5555 N. Bernard Avenue, where you will be asked to complete the Courtesy Appointment Information Form. The Office of Human Resources will issue you a memo that you will be able to take to the Information Desk, located in the Village Square section of the Student Union, to have your ID card created. One day after you fill out the Information Form, your e-mail address will be activated.

I appreciate your interest in Northeastern Illinois University and welcome you to our community. If you have any questions about this courtesy appointment, please feel free to contact me or __________ at __________.

We are committed to providing you excellent service to enhance the teaching and learning environments of your course(s).

Sincerely,

__________

cc: Chair of the ____ Department, Office of Human Resources