

Volume E1: Employment/ Hiring	E1.02.1 Courtesy Appointments Effective Date: 01/06/2012 Last Revision: 02/11/2020 Date of Next Review: 02/01/2025	Responsible Office: Office of the President
Chapter 02: Classification		Responsible Officer: President of the University

POLICY STATEMENT

Northeastern Illinois University (the "University") values the contributions of individuals whose unpaid activities support the University's mission, and may provide an individual with a Courtesy Appointment. A Courtesy Appointment is intended as a way of supporting the University Value of Community that fosters partnerships for learning, research, and service throughout this dynamic region to promote the public good.

PURPOSE OF THE POLICY

The purpose of this policy is to clarify the responsibilities of the nominating unit and the relationship between the Fellow and the University.

WHO IS AFFECTED BY THIS POLICY

The University Community

DEFINITIONS

Courtesy appointment: An unpaid appointment by the University.

Nominating unit: The department/area that will supervise the Courtesy Appointment.

Research Fellow: 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.

Teaching Fellow: 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.

University Fellow: 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.

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, a copy of the Courtesy Appointment Information Form, and a Background Check Disclosure and Authorization 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 Background Check Disclosure and Authorization Form. Additionally, if the Fellow will be working with students, student data, and/or accessing computer systems in which student data are stored, the Privacy and Confidentiality Understanding/Agreement (FERPA) form must be completed. All paperwork is submitted to the Office of Human Resources for processing.
7. Upon receipt of the Courtesy Appointment Information Form, the Background Check Disclosure and Authorization 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.

HISTORY

02/11/2020 – Revised; updated background check form
10/01/2017 – Revised; revised to include FERPA requirement and form
10/07/2016 – Revised; revised to include Background Check Requirement
08/27/2013 – Revised; revised policy code number

APPENDIX

Appendix A - Background Check Disclosure and Authorization Form
Appendix B – Courtesy Appointment Nomination Form
Appendix C – Courtesy Appointment Information Form
Appendix D – Research Fellow Sample Appointment Letter
Appendix E – Teaching Fellow Sample Appointment Letter
Appendix F – FERPA Privacy & Confidentiality Understanding/Agreement (as required)

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Administrative Appointment Policy](#)
[Background Check Policy](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Office of the President	(773) 442-5400	m-dizon@neiu.edu



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 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 – BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

NORTHEASTERN ILLINOIS UNIVERSITY DISCLOSURE AND AUTHORIZATION FORM Disclosure Regarding Background Investigation

Northeastern Illinois University (the University) may request background information about you in connection with your application for employment. This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports will be obtained after receipt of your authorization.

HireRight, Inc. will prepare or assemble the background reports for NEIU. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761.

The types of background information that may be obtained include: social security number verifications; address history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; and drug/alcohol history in violation of law and/or company policy. This information may be obtained from private and public record sources, government agencies and courthouses; educational institutions; former employers; and other information sources.

If the University should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then NEIU will only use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

If you are a California, Maine, Massachusetts, New York or Washington applicant, or if you require more information about the nature and scope of any investigative consumer reports contact NEIU. A summary of your rights under the Fair Credit Reporting Act or specific state protections will be provided upon request.

Authorization of Background Investigation

I have read and understand this Disclosure and Authorization form. By my signature I consent to preparation of background reports by HireRight, Inc., and to the release of such background reports to NEIU for the purpose of assisting NEIU in making a determination as to my eligibility for employment. The University will hold the background reports in a confidential manner.

I understand that information contained in my employment application, or otherwise disclosed by me before my employment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided in my application to the University and on this form is true, accurate and complete. Discovery of falsification of employment application is grounds for immediate termination. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the University. **PLEASE PRINT RESPONSES BELOW**

Referring Hiring Agent: _____ Department: _____

Position Applied for: _____

Print (applicant) Last Name: _____ First: _____ Middle: _____

Social Security Number: _____ Date of Birth: _____

E-mail address: _____

Home Phone Number: _____ Cell Phone Number: _____

Address: _____

City, State and Zip code: _____

Applicant Signature: _____ Date: _____



APPENDIX B – COURTESY APPOINTMENT NOMINATION FORM



Courtesy 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 C – COURTESY APPOINTMENT INFORMATION FORM



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 _____

OPTIONAL DATA

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

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 helpdesk@neiu.edu, cc: Latasha Lewis and Scott Simon, referencing Courtesy Appointment as the subject.



APPENDIX D – RESEARCH FELLOW SAMPLE LETTER



COURTESY APPOINTMENT

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 _____ at _____.

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

Sincerely,

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



APPENDIX E – TEACHING FELLOW SAMPLE LETTER



COURTESY APPOINTMENT

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



APPENDIX F – FERPA PRIVACY & CONFIDENTIALITY AGREEMENT



Privacy & Confidentiality Understanding/Agreement (FERPA)

Information about individual students is collected and maintained with the understanding that it is used only as needed to support Northeastern Illinois University's basic educational requirements. Its use is restricted by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, and by University policy. Access to most student data is limited to those individuals within the university having a "legitimate educational interest" and a need to review an education record in order to fulfill their professional responsibility. This interest is defined as the demonstrated need to know by those who act in the student's educational interest, including faculty, staff, administrators, student employees, and other persons who manage student record information.

As a University Fellow whose position may require access to restricted information, I understand that I may be provided with direct access to private and confidential data. In the interest of maintaining the confidentiality and privacy of student academic records, it is agreed that:

1. I will maintain the data to which I have access in strictest confidence. The information viewed will not be shared in any manner with others who are unauthorized to view such data.
2. I will keep in strictest confidence any information maintained or overheard in the office in which I am working.
3. I understand that the use of data for profit or personal purposes is prohibited.
4. I understand that unauthorized copying of academic records or verbally relaying any information contained in an academic record to another individual who does not have a legitimate educational interest is prohibited.

Any violation will result in the immediate revocation of access to protected student information. In addition, a violation may result in loss of the University Fellowship.

Questions regarding FERPA should be directed to the University Registrar. A copy of this signed document will be provided to the student and will be maintained by the Human Resources Office.

I have read, understand, and agree to abide to the above guidelines.

University Fellow Name

Date

University Fellow Signature

8/17