

GUIDELINES FOR COURTESY FACULTY APPOINTMENTS DEPARTMENT OF BIOLOGICAL SCIENCE

**Approved by secret ballot on November 4, 2010 by a majority of
Faculty members of the Department of Biological Science**

Historically, the Department of Biological Science has granted courtesy appointments to two classes of individuals who hold the Ph.D. One group includes scientists who are employed elsewhere but who have continuing interactions with faculty and students on campus. Some of these individuals are employed locally and others are faculty members from other institutions who visit campus regularly on collaborative activities. The second group includes scientists who visit members of this department while on sabbatical or other assignments from their home institutions or are employed as senior scientists by faculty members of the department.

Courtesy appointment in the Department of Biological Science is recognized by the University¹. Courtesy appointment to the Department of Biological Science confers some privileges beyond those provided by the university². Courtesy Faculty in the Department of Biological Science have access to common-use facilities and are provided keys, passwords, etc., as needed. Courtesy appointees also have regular access to and pay in-house charges for departmental services and facilities that have charge structures (charges are made to the appointee's grant or to a regular faculty member who may be a sabbatical visitor's host, as per prior arrangements). Courtesy appointees can have mailboxes and access to departmental clerical services, but with priority below the regular faculty.

Courtesy status does not confer the privilege of voting in faculty meetings; voting privileges are restricted to tenured and tenure-earning faculty and any additional individuals to whom the tenured and tenure-earning faculty grant such privileges³. Courtesy appointees are not entitled to office space, telephone services, or other elements typical of faculty infrastructure provided by the department. Permission to serve as principal or co-principal investigator on grants may be granted, on a case-by-case basis, by the department chair, in accordance with existing university policies.

Courtesy appointments of limited duration (less than 6 months) may be granted by the chair for qualified individuals on a one-time-only basis. Longer term courtesy appointments are conferred by a majority vote by written ballot of the tenured and tenure-earning faculty to candidates recommended by the department's Promotion, Tenure, and Graduate Faculty Status Committee (PTGFS; Bylaws Section 1C). The committee will adhere to the following general criteria for recommendations:

1. Visiting faculty members from another university will be given a courtesy faculty rank equal to the academic rank they hold in their home institutions.
2. Faculty members from other departments at FSU will be given a courtesy

faculty rank equal to the academic rank they hold in their home departments.

3. Courtesy appointments may be granted to scientists not holding an academic rank at FSU or elsewhere, if the candidate's involvement in the academic mission of the department (teaching, research, service) warrants Courtesy Faculty status.

Other appointments (e.g., Research Associate) will continue to be handled as administrative matters by the department chair.

With reference to item 3, courtesy appointees must separately be granted Graduate Teaching Status (GTS) as one prerequisite to teach graduate courses and in addition co-Masters Directive Status (CMDS) or co-Doctoral Directive Status (CDDS) as one prerequisite to sit on graduate student committees, as specified by the University Faculty Handbook (Section 5, Graduate Faculty Membership) and the Departmental Guidelines for Nomination to GFS Status and Graduate Supervisory Committee Composition. The Department will recommend a courtesy appointee for GTS and/or CMDS or CDDS by a majority vote of the PTGFS committee (which will verify the candidate's qualifications) followed by a majority vote by secret written ballot of the tenured, tenure track, and GFS faculty². GTS, CMDS, and CDDS recommendations will be forwarded for approval by relevant University committees and the Deans of Arts and Sciences and the Graduate School.

Sunset Provision: These Guidelines shall cease to apply after the November 2013 Faculty meeting unless reapproved by a majority vote by secret ballot of the voting members of the faculty.

Sections of the Faculty Handbook are reproduced below for reference and are current as of the approval date for this policy. Changes to the Faculty Handbook supersede the following footnotes.

¹Faculty Handbook: Section 4 – Human Resources; The Appointment Process
Courtesy: This employee class applies to those appointments to a department which do not include compensation, but which may include special privileges such as voting in departmental affairs, and are made in accordance with normal faculty qualifications. Persons appointed with this status may or may not be otherwise affiliated with the University.

² One University privilege is that Courtesy Faculty members are listed without distinction from regular faculty in the online searchable University Faculty and Staff Directory.

³GFS Faculty can vote on matters concerning graduate student policy and on GTS/co-directive status candidates

⁴University Faculty Handbook; Section 5, Graduate Faculty Membership
Graduate Faculty Membership
Membership in the Graduate Faculty authorizes faculty to teach all graduate-level courses, to sit on all graduate-level committees, to chair all graduate student dissertation committees, and to participate fully in all components of graduate

education, research and service. Status must be approved prior to the teaching of a graduate course or supervising a committee.

Graduate Faculty Status: Membership and Appointment

Membership in the Graduate Faculty shall be by appointment from members in the General Faculty who hold tenured and tenure-earning appointments in graduate degree-granting departments or programs, and from those members of the Professional Staff to whom the President has assigned an academic rank. Appointment to GFS must be by affirmative super majority (2/3) vote of all individuals who hold GFS in the department (or college) and approval by their department chair, their academic dean, and the Dean of the Graduate School. Newly hired faculty may be appointed to the Graduate Faculty as a condition of their appointment to a tenure-earning position in a graduate degree-granting department upon approval of the appropriate departmental faculty, chair, dean of the college and the Dean of the Graduate School. Assignments to and Limitations from individual GFS responsibilities (teaching, research, student committees, service) for any GFS member are delegated to the unit level authority where such assignments of responsibilities are made. Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent and (2) proven expertise in the teaching area.

Each academic unit (colleges and departments) shall adopt specific written criteria that its faculty must meet in order to be appointed to Graduate Faculty Status. Subject to consideration of special circumstances, these criteria shall indicate the terminal academic degree and/or the level of professional experience and scholarship required for a faculty member to be appointed GFS. Faculty holding GFS are expected to actively engage in graduate education through teaching, mentoring and research supervision. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work.

Each department's written GFS criteria are subject to approval by their academic dean, the Graduate Policy Committee and the Dean of the Graduate School. Departments and Colleges will determine these criteria and procedures for appointments according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. Names of new GFS appointees will be sent to the Dean of The Graduate School for confirmation with the advice and consent of the Graduate Policy Committee.

Under special circumstances qualified persons who are not regular members of the FSU tenured and tenure-earning faculty may be appointed to Graduate Faculty Status under the above procedures. Persons approved will have full graduate faculty membership. Under no circumstances does this provision apply to persons holding adjunct appointments to the faculty.

Graduate Teaching Status

Appointment to Graduate Teaching Status (GTS) authorizes members of the faculty who hold nontenure-earning appointments to teach all graduate-level courses. Those holding Graduate Teaching Status may also be separately appointed to sit on graduate student committees and to co-direct masters and doctoral theses.

Graduate Teaching Status: Membership and Appointment

Members of the nontenure-earning faculty appointed to Graduate Teaching Status (GTS) are authorized to teach graduate courses. They are not authorized to serve on or chair master's and doctoral committees nor to perform other functions of Graduate Education without further appointment (see below). Graduate Teaching Status may be awarded for multiple academic degree programs with the approval of the appropriate department, college, and the Dean of the Graduate School. A faculty member with Graduate Teaching Status may be the instructor of record for 5000, 6000, and 7000-level courses.

Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent and/or (2) proven expertise in the teaching area.

Under special circumstances qualified persons who are not regular members of the FSU faculty may be accorded Graduate Teaching Status on a temporary basis with the approval of the academic dean and the Dean of the Graduate School. Temporary graduate teaching status is course-specific and expires after one year. Renewals may be requested by the department. Persons holding appointment as adjunct faculty or Post Doctoral Research Associates (9189) are not eligible for Graduate Teaching Status. Exceptions to this policy may be made by requesting Courtesy General Faculty status as well as Graduate Teaching Status for such persons through the Dean of The Graduate School and the Dean of the Faculties. Departments will determine criteria and procedures for GTS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will be subject to the approval of the Dean of The Graduate School with the advice and consent of the Graduate Policy Committee. Names of new GTS appointees will be sent to the Dean of The Graduate School for confirmation with the advice and consent of the Graduate Policy Committee.

Normal policy forbids graduate students from teaching graduate courses. Exceptions can be requested as follows:

Colleges where a master's-level professional degree is the normal terminal degree may request approval from the Dean of the Faculties through the Dean of The Graduate School for doctoral students to teach in a practice-oriented masters-level course in a specific semester under the supervision of a regular tenured or tenure-earning faculty member with graduate faculty status. The request for approval shall include (a) justification for the request, (b) details of the course, (c) full CV of the student in question, and (d) details of the supervision arrangement. Approval must be given for a specific course or courses, and must be renewed annually.

Departments must ensure that graduate teaching assistants meet the criteria of having 18 student credit hours of graduate level work in the academic program before they are assigned to primary teaching responsibilities for undergraduate courses. To teach graduate courses the Graduate Teaching Assistant would need to have the master's degree (or its equivalent e.g. 30 hours) or an equivalent amount of practical work experience in the field. Final approval for graduate students teaching graduate courses will be by both the Dean of The Graduate School and the Dean of the Faculties. Under no circumstances may a graduate student be

appointed as a member of another graduate student's advisory and examining committee. Permission must be granted prior to the teaching of a graduate course by a graduate student.

Co-Master's Directive Status: Membership and Appointment

Members of the nontenure-earning faculty holding GTS appointments may also be appointed to Co-Master's Directive Status (CMDS) and are authorized to (1) teach all graduate-level courses; (2) serve as a member or co-chairperson of a masters degree thesis committee (an FSU faculty member with Graduate Faculty Status must serve as the other co-chairperson) provided each committee includes at least three members with Graduate Faculty Status; and (3) serve on supervisory committees for doctoral students, provided each such committee includes at least four members with Graduate Faculty Status.

Subject to consideration of special circumstances, minimum qualifications are: (1) completion of the doctorate or its equivalent, (2) proven expertise in the teaching area, and (3) proven ability to conduct scholarly research and publish in reputable media or to perform equivalent scholarly or creative works.

Departments will determine criteria and procedures for CMDS appointments, according to guidelines in the Faculty Handbook and subject to approval of the dean of the college or school. The criteria will be subject to the approval of the Dean of The Graduate School with the advice and consent of the Graduate Policy Committee. Names of new CMDS appointees will be sent to the Dean of The Graduate School for confirmation with advice and consent of the Graduate Policy Committee.

Co-Doctoral Directive Status: Membership and Appointment

Members of the nontenure-earning faculty holding GTS and CMDS may also be appointed to Co-Doctoral Directive Status (CDDS) and are authorized to perform all functions appropriate to graduate education, research and service and to serve as co-Chair of doctoral thesis committees provided the other co-chair of each committee holds GFS.

Subject to consideration of special circumstances, the minimum qualifications for appointment are: (1) completion of a doctorate or its equivalent, (2) attainment of recognized professional stature in the discipline by virtue of substantial post-doctoral or equivalent scholarly or creative work and (3) experience in the supervision of graduate students.

Colleges will determine criteria for appointments, according to guidelines in the Faculty Handbook and subject to the approval of the Dean of The Graduate School with the advice and consent of the Graduate Policy Committee. Names of new CDDS appointees will be sent to the Dean of The Graduate School for confirmation with the advice and consent of the Graduate Policy Committee.

Appointments to CDDS will be reviewed each time the Graduate Policy Committee (GPC) reviews the graduate program in which the faculty membership is held. The GPC will either approve continuation of co-doctoral directive status or will direct the College to re-evaluate an individual and decide whether or not to resubmit the

appointment. GPC approval for continuation of CDDS will be made only if the faculty member's teaching and research have continued to be of at least the quality that justified the original appointment. If the College decides to resubmit an appointment, the procedure will be the same as that used in making initial CDDS appointments and must be done within 60 days of the date of acceptance of the GPC program review or the individual's co-doctoral directive status will terminate effective the end of the academic year in which the program review occurred. Termination of co-doctoral directive status will prevent that person from accepting new doctoral committee assignments. Work as co-doctoral directive status member of committees already accepted may be finished.

A faculty member in a department not granting the doctorate may be accorded the opportunity to request Co-Doctoral Directive Status in a degree-granting department or authorized degree program. Requests may be submitted either at the faculty member's initiative or at the invitation of the department. In each case the department shall follow its customary procedures for nominating faculty members for Co-Doctoral Directive Status, and nominations shall be forwarded by the department to the school- or college-wide committee in accordance with the procedures above. Final confirmation rests with the Dean of The Graduate School with the advice and consent of the Graduate Policy Committee.

Qualified nontenure-track faculty may hold co-doctoral directive status in more than one degree program. A faculty member with CDDS in one FSU department may also be granted CDDS by other departments or authorized degree programs. Each area granting CDDS would utilize its own criteria and procedures as outlined above.