

**To:** HHS Unit Heads

**From:** Tom Berndt, Associate Dean

**Cc:** Terri Duncan, Administrative Assistant to the Dean; Mona Holdcraft, Director of Financial Affairs

**Date:** March 8, 2011

**Subject:** Procedures for Approval of Courtesy Appointments

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In recommending a courtesy appointment for a faculty member in another unit (either in or outside of HHS), academic unit heads should proceed as follows:

1. If faculty in one unit request that a faculty member in another department, school, or college be given a courtesy appointment in their unit, the unit head should decide whether such an appointment meets the standard for courtesy appointments in their unit and in the college. The general understanding is that these appointments recognize mutually beneficial relationships between faculty in different units, relationships that enhance the research, teaching, or engagement activities of both units. Worth noting is that the HHS Implementation Plan stated that “every effort will be made to invite discovery, learning, and engagement affiliation possibilities—including joint appointments, joint hires, courtesy appointments, and other collaborative agreements—for interested individual faculty members or groups who are not in units composing the College of Health and Human Sciences but who have significant interest in the mission of the College.”
2. If a head decides that a courtesy appointment would be appropriate, the head should talk with the head of the unit of the faculty member to be offered the courtesy appointment to ensure that that head is aware of the faculty member’s relationships with the other unit and is supportive of the courtesy appointment.
3. Next, the head of the unit offering the courtesy appointment should confirm, by faculty vote or other means, that the other faculty in his or her unit view such an appointment as appropriate.
4. If the faculty favor the courtesy appointment, the head should send his or her endorsement of the faculty request to the HHS Associate Dean for Administration with a summary of the rationale for the appointment and a draft of the offer letter that would be sent to the intended courtesy appointee.  
Template of offer letter:  
[https://www.purdue.edu/hhs/faculty/business\\_office/positions/courtesy\\_appointment.html](https://www.purdue.edu/hhs/faculty/business_office/positions/courtesy_appointment.html)
5. The associate dean will confirm that the dean approves the courtesy appointment and report back to the head, who will then send the offer letter to the courtesy appointee.
6. Once the courtesy appointee sends an affirmative reply to the offer letter, the head will forward that reply to his or her Business Office. Then the Business Office will enter the hiring information into the Footprints ticketing system for the HHS Employment Center to process.

Please let me know if you have any questions about these procedures, and thanks in advance for taking the effort to recognize the faculty from other units who contribute to the strength of your units.