

COURTESY FACULTY APPOINTMENT PROCEDURES

1. Submit a PAF request to paf.request@jax.ufl.edu requesting a new appointment along with a transmittal letter addressed to the Dean requesting a Courtesy Faculty Appointment. Please include a description of the candidate's duties and qualifications and attach a copy of their CV. *Please be sure when scanning and emailing the PAF to put your department name in the email subject line—this helps us properly route the form. *An example of a transmittal letter can be found under the “Forms and Sample Letters” link on the Administrative Affairs website.
2. Once the PAF request is received, Administrative Affairs will acknowledge the receipt by a reply email and collect approval of the courtesy appointment. Once the courtesy appointment is approved, Administrative Affairs will send you a copy of the approved letter and you can then begin the checklist to appoint a Courtesy faculty member.
3. The Courtesy Faculty checklist is available on-line under the New Hire Checklist link on the Administrative Affairs website.
4. Once the hire checklist and related forms are complete, please forward to Administrative Affairs for processing. Hire packets should be submitted to Administrative Affairs well in advance of the anticipated start date—This will allow plenty of time for processing.
5. An Official appointment letter will be generated by Administrative Affairs and sent to the Courtesy Faculty once a complete appointment packet is received. A copy of this letter will be provided to the Department.

*If the Courtesy Faculty member is scheduled to have patient contact, blood contact and/or specimen contact, they will need to go to employee health for medical clearance. Please be sure to contact Administrative Affairs prior to their employment to schedule an appointment.