



Courtesy Faculty Procedures

- 1) Department requests the potential Courtesy Faculty to complete all items and requirements for the Courtesy Faculty Checklist. The checklist is located on the Office of Administrative Affairs (COM-J) website: [Courtesy Faculty Checklist](#).
- 2) Once the Courtesy Faculty Checklist and requirements are complete, department emails a completed [Personnel Action Form](#) (PAF) to PAF.Request@jax.ufl.edu and attach the full Courtesy Faculty Packet.
- 3) Department will receive a confirmation email when the PAF and Courtesy Packet have been received. An appointment letter will be generated by the Office of Administrative Affairs (OAA).
- 4) Department will return a fully executed Courtesy Faculty Appointment Letter to OAA Department Liaison.