

# Department of Physics Policy on Courtesy Appointments

11/03/10

## 1 Physics Department Policy

The Department of Physics recognizes the benefits of formalizing collaborative and interdisciplinary research ties between the Department and faculty colleagues in other departments within the University that substantially contribute to the Department's research and teaching activities. To formalize these ties, the Department may offer a Courtesy Appointment to a faculty colleague as outlined in this document.

### 1.1 *Qualifications*

The Department of Physics will consider faculty colleagues in departments outside of Physics within the University for a Courtesy Appointment provided that:

- There is a member of the current faculty of the Department of Physics that will serve as a sponsor for the applicant;
- There is ongoing collaboration or a plan for future collaboration with member(s) of the Department of Physics;
- The applicant or sponsor provides the usual professional documentation including a written statement of purpose that explains the benefits of the appointment to the applicant and to the Department of Physics.

To be considered for a Courtesy Appointment there must be unique benefits for the Department or its students that are best achieved through a Courtesy Appointment. The applicant must also meet the normal standards for appointment as a regular faculty member.

### 1.2 *Appointment*

Applications will be first discussed by the PAC to give suggestions to the head as to whether to proceed. If the recommendation of the PAC is to proceed, the application will be subject to a vote of the Physics faculty with majority approval required.

Appointments shall be for a period of three years and may be renewed after an evaluation and vote by the faculty with majority approval required, and by mutual agreement.

In cases where the appointment is not renewed or reappointment is not desired, the appointment may be continued until all students being supervised graduate.

In exceptional circumstances the appointment can be terminated at any time by a majority vote of the faculty.

### **1.3 Rights and Privileges:**

A faculty colleague who holds a Courtesy Appointment in physics will have the privilege to serve on graduate student M.S. and Ph.D. Degree committees. If they are a primary advisor for a student, they may serve as a co-major professor on the committee. In such cases a faculty member of the Department of Physics must also serve as a co-major professor.

A faculty colleague who holds a Courtesy Appointment in physics who wishes to supervise a student as co-Major Professor must obtain approval in advance from the Physics Graduate Oversight Committee, and the Head of Department. A written request, including a plan of study, an outline of the work to be performed, an approximate timeline, and a plan for financial support shall be submitted to the Graduate Oversight Committee. It is particularly important to include details of how the day-to-day supervision of the student will be accomplished, if the student will be off campus for extended periods, and the perceived role of the degree committee. Any significant changes in the original plans shall be submitted to the Graduate oversight committee for approval.

A faculty colleague who holds a Courtesy Appointment in physics shall credit the department in his/her scientific publications. They may serve on non-elective departmental committees if appointed to do so by the Head. They may also, with agreement of the Head, teach a course in the department and/or avail him/herself of technical support in the department;

A faculty colleague who holds a Courtesy Appointment in physics is not eligible to:

- Serve on the departmental Primary Committee;
- Serve as a member of the PAC Committee;
- Participate in departmental elections;
- Represent the department on the school of science area committee or on the University Senate;
- Be a candidate for a position in any departmental elections.