

APPROVED TITLES
NON-SALARIED / COURTESY APPOINTMENTS IN AN ACADEMIC UNIT AT STONY BROOK UNIVERSITY
(DEPARTMENT, PROGRAM, INTERDISCIPLINARY PROGRAM,
CONSORTIUM, INSTITUTE, CENTER, OR SCHOOL)

(Guidelines formulated by the Arts and Science Senate Faculty Rights and Responsibilities Policy Committee and approved unanimously by the Arts and Science Senate – 20 February 2012)

Non-Salaried / Courtesy Appointment Title							
I.	Visiting	Lecturer	Assistant Professor	Associate Professor	Professor	Distinguished Professor	External. Appointed on a temporary basis. On campus for up to 1 year (renewable). Requires full vote of eligible faculty in the academic unit, and relevant Dean's approval
II.	Visiting	n/a	Research Assistant Professor	Research Associate Professor	Research Professor	Distinguished Research Professor	External. Appointed on a temporary basis. On campus for up to 1 year (renewable). Requires full vote of eligible faculty in the academic unit, and relevant Dean's approval
III.	Conjoint	Lecturer	Assistant Professor	Associate Professor	Professor	Distinguished Professor	External ongoing (faculty or equivalent appointment at another university, research institute, educational institution, or company). Serves as an internal member on doctoral dissertation committees and on research projects according to academic unit's by-laws. Up to 3 years (renewable). Requires full vote of eligible faculty in the academic unit (except for Conjoint Instructor which requires support of the appropriate faculty group), and relevant Dean's approval
		Instructor					
IV.	Visiting	Research Scholar					External (from another US or Non-US university). Up to 1 year (renewable) Requires Chair/Program Director signature and Dean's approval. Initial appointment does <u>not</u> require full vote of eligible faculty in the academic unit, but does require relevant Dean's approval
V.	Resident	Research Scholar					Internal (ongoing non-salaried courtesy appointment, e.g. retired, local, spousal, or other university associated scholar) Up to 3 year (renewable). Requires full vote of eligible faculty in the academic unit, and relevant Dean's approval

1. All Non-Salaried / Courtesy Appointments (except for initial Visiting Research Scholar and Conjoint Instructor designations) require full vote of eligible faculty in the academic unit, signature of the Department Chair / Program Director, and approval by relevant Dean.
2. Visiting Research Scholar appointments require only Chair's signature upon initial appointment and relevant Dean's approval. Initial Conjoint Instructor appointments require the support of the appropriate faculty group and relevant Dean's approval. Subsequent renewals require full vote of eligible faculty in the academic unit.
3. No promotion permitted from one title to another. Requires new submission for a different title.
4. All such appointments may include office, mailbox, e-mail, and access to other departmental facilities according to availability and by-laws set by the academic unit for each type of appointment.

STONY BROOK UNIVERSITY REQUEST FORM
NON-SALARIED / COURTESY APPOINTMENT IN AN ACADEMIC UNIT
DEPARTMENT / PROGRAM / INTERDISCIPLINARY PROGRAM / CONSORTIUM / INSTITUTE / CENTER / SCHOOL

Academic Unit (Department/Program/School, etc.): _____

Academic Unit Chair / Director Name: _____ Appointment Effective Date: _____

Proposed Appointment Title: _____
(see attached chart of approved non-salaried / courtesy titles)

Length of Appointment (up to 3 years): _____ (may be only one year renewable in some cases).

Attach a brief statement of rationale for the proposed appointment and activities / obligations within the academic unit.

Faculty Sponsor: _____
Faculty member responsible for the invitation

Academic Unit Chair / Director: _____
Signature / approval

Dean's approval _____
Signature / approval

Attachments:

1. Brief rationale for appointment
2. Evidence of full vote of eligible faculty in the academic unit (required in all cases except initial appointment of a Visiting Research Scholar and Conjoint Instructor)
3. Candidate's CV
4. Demographics form