



COURTESY APPLICATION FORM

New _____
Renew _____

Date: _____

Name: _____ Social Security #: _____

School: _____

Department: _____ Department #: _____

Job Title: _____ Faculty Research

Work Address: _____

Locator Code: _____ Telephone #: _____

Effective Date: _____ **End Date:** _____
(Required) (Required)

Comments:

Supervisor Signature: _____
(Required)

Chairperson Signature: _____
(Required)

Dean's Office approval: _____
(Required)

Office of Faculty Affairs approval: _____
(Required)

- A PDF, offer/invitation letter, and CV must be processed with this courtesy application form
- Department must make sure all PDF fields are completed
- Requires Dean's Office approval
- Courtesy appointments will not roll-over. They must be re-entered if they are to continue.
- It is the department responsibility to resubmit required forms.
- **Send to The Office of Faculty Affairs,
140 Ashe Building, Coral Gables, Florida 33146-4608**