UNIVERSITY OF NORTH DAKOTA
OFFICE OF THE PROVOST & VPAA

COURTESY FACULTY APPOINTMENT & RENEWAL FORM

Please fill in the following information for each person appointed or renewed. Include this form with the appropriate approvals, CV, and supporting documents.

Please be aware, it is the responsibility of the appointee and the department to ensure that Academic Affairs is aware of any change in the information asserted in this form. This includes, but is not limited to, changes in employment or immigration status and changes in physical location. If the department intends to engage the appointee in work on any restricted projects, it is the responsibility of the department to contact Export Control, for additional review.

Name of Appointee: _____ **Department**: _____

Recommending College/School: _____ **Is this a renewal or a new appointment**? New ☐ Renewal ☐

Appointment start date: _____ **Appointment end date**: _____

Courtesy title requested: _____

How is this person affiliated with UND (e.g. faculty, graduate, not affiliated): _____

Highest degree earned: _____

Institution where degree was earned: _____

Preferred contact address: _____

Briefly describe the role this individual will have at UND, including the benefit to the home department:

Please attach an addenda that addresses the appointee's unique qualifications and capabilities and the specific expectations related to the appointment (e.g. time commitment, attendance at meetings, frequency of meetings)

Criminal History Background Check:

A background check is required if any of the following apply to the appointee: - Access to confidential or proprietary information - Work with students or dangerous/controlled substances - Access cash, credit card, debit card, other financial transactions - Provide childcare or supervise minor children - Need a master key	Background check needed: ☐ Yes(Complete form here) ☐ No Date CBC Completed: _____

Country of citizenship: _____ (if other than United States, complete sections a and b)

a. Visa Status Verification Date Completed: _____

b. Export Control Verification Date Completed: _____

_____ _____
Chair's Signature Date Dean's Signature Date

_____
Provost's or Designee's Signature Date

For information about courtesy appointments, including applicable policy, please see the Academic Affairs webpage

Revised Dec 2017