



VILLANOVA
UNIVERSITY
Office of the Provost

VILLANOVA UNIVERSITY OFFICE OF THE PROVOST COURTESY APPOINTMENT FORM

For Non-Compensated Appointments Only.
Please see accompanying instructions for use of this form.

| | | |
|-------------------------------------------------------------|-------------------|--------------------|
| Name: | Banner ID: | Department: |
| Last First Middle | If Applicable | |

Proposed Title:

Visiting Research Associate
 Visiting Scholar
 Visiting Fellow

Appointment Overview:

Requested Start Date _____ Requested End Date _____

Appointment Sponsor/Supervisor:

Appointment Overview/Responsibilities:
Indicate special needs, such as library, computing, laboratory, classroom or office.

I confirm, based upon my personal interview, that the proposed faculty member is fluent in the English language.

Citizenship: U.S. Citizen Permanent Resident (Green Card) Work Visa will be required

If visa required, indicate current visa status and attach copy of visa:

Submission of this request must also include the completed Intellectual Property Assignment Agreement (See instructions below).

Department Chair endorsement

Print Name _____ Signature _____ Date _____

College Dean's endorsement

Print Name _____ Signature _____ Date _____

Submit to Office of the Provost

Senior Vice Provost for Academics

Approved Rank _____ Signature _____ Date _____

INSTRUCTIONS FOR COMPLETING COURTESY APPOINTMENT FORM

This form is to be used for Non-compensated courtesy appointments only. All compensated employment must be initiated through the PeopleAdmin posting and hiring process. The Faculty Personnel Action Form (PAF) must be used to modify or terminate such appointments. This form is intended for courtesy appointments such as short-term visitors, Fellowships, or other Non-compensated roles. The Department Chair and Dean complete the top portion:

Proposed Title:
Desired titles are Visiting Research Associate, Visiting Scholar, or Visiting Fellow. Other requests are subject to review.

Appointment:
Enter proposed dates for appointment. Please note any appointments longer than one semester in duration or with any planned interaction with minors will require full background clearances. All courtesy appointments are to occur at the department level, with opportunities for assignment or supervision by an individual faculty member serving in a primary investigator, center/institute, or other capacity to be approved by the Chair.

Citizenship:
Please check the appropriate box, providing a copy of current visa if new visa is required. Signatures. The Chair, Graduate Dean (if appropriate), and College Dean are to sign in proper order, before the document and file is sent to the Office of the Provost. College-based considerations may include evaluation of the proposed purpose and impact, availability of office or laboratory space, and other considerations. Upon approval, the Senior VPA will inform the Dean and Chair.

Intellectual Property Assignment Agreement:
The Intellectual Property Assignment Agreement covers intellectual property published, created, conceived, or reduced to practice in connection with your non-compensated appointment with Villanova University and assigns to the University your interest in such intellectual property. For more information, please consult the Intellectual Property Policy. **The completed Intellectual Property Assignment Agreement must be included for the appointment to be processed.**