

COURTESY APPOINTMENT REQUEST FORM

A Courtesy Appointment Request Form (CARF) is required to assign someone a courtesy appointment, either Affiliated Faculty Member or Visiting Scholar, at the New Jersey Institute of Technology. **The CARF must be completed in its entirety and receive the appropriate approvals as outlined in the form, and all required documentation detailed in the Documentation section must be attached.**

This form must be completed by the NJIT Hosting/Responsible Faculty Member, referred herein as host. The host must be on campus to oversee the collaboration.

Host: _____ Title _____
Date: _____ Department _____

Appointee Information

Name: _____

Position Requested: ☐ Affiliated Faculty Member
☐ Visiting Scholar

Appointee's Current Place of Employment: _____

Appointee's Current Job Title: _____

Does the Appointee have tenure at another college or university?
Yes ☐ No ☐

If yes, what is the name of the institute? _____

Requested Dates of Appointment: _____ to _____ (not to exceed 1 year)

Identify departmental resources which will be used by Appointee, including but not limited to office, lab, computers, supplies. _____

Summary of Appointee's Qualifying Credentials _____

Is the Appointee (please check appropriate box)

- ☐ a U.S. Citizen
- ☐ a permanent resident
- ☐ a non-resident authorized to work
- ☐ other, please explain _____

Is the Appointee currently receiving any income or funding from NJIT, including but not limited to salary, or funding through grants or contracts?

Yes ☐ No ☐

If yes, please explain in detail the income/funding and the source.

If yes, please stop and contact the Office of Sponsored Research.

Purpose for Courtesy Appointment

Description of the collaboration with the Appointee

Describe benefit to NJIT by allowing the Courtesy Appointment

Describe benefit to the appointee for being granted a Courtesy Appointment.

Will appointee be involved in research activities?

Yes ☐ No ☐

If yes, has a Memorandum of Understanding been executed with the home institute of the appointee?

Yes ☐ No ☐

If research activities will be performed, complete the following:

Describe research activities and what the appointee is anticipated to be doing:

Has the host discussed the proposed appointment with SRA and IP colleagues?

Yes ☐ No ☐

List name(s) of individual(s) host has discussed the appointment with:

Has there been any objection(s) raised as to the appointment?

Yes ☐ No ☐

If yes, state the name(s) of the objector(s) and the basis for the objection(s).

Yes ☐ No ☐

Has the appointee been informed that he/she may not be a PI on a grant nor receive any funding through NJIT?

Yes ☐ No ☐

Does the appointee own any Intellectual Property? Yes ☐ No ☐

If yes, please describe.

The visitor must agree to sign NJIT's Intellectual Property agreement and conflict of interest agreement. These forms will be sent to the appointee with the appointment letter. These forms must be signed and returned with the signed appointment letter before collaboration may begin. Has the appointee agreed to sign the required agreements?

Yes ☐ No ☐

Does the appointee have any other courtesy appointments or associations with other colleges, universities or companies? Yes ☐ No ☐

If yes, please explain.

Visa Information

Will NJIT be required to process a J-1 visa application?

Yes ☐ No ☐

Documentation

- The following documentation must accompany this form - if applicable:

- ☐ Resume or Curriculum Vitae
- ☐ MOU with Appointee's Home Institution – if applicable
- ☐ Proof of Financial Support from Home Institution or Sponsor Abroad

- The visitor must agree to sign NJIT's Visiting Scholar/Affiliated Faculty agreement and conflict of interest agreement. These forms will be sent to the appointee with the letter. These forms will be returned with the signed appointment letter. No appointment will be made without these executed forms.

The following documentation must be sent directly to Human Resources:

- ☐ University Information Systems ADMIN Account Application Form
- ☐ University Resources Access Form for Courtesy Appointments (Visiting Scholar/Affiliated Faculty).

Approvals

I am requesting the following Courtesy Appointment as delineated above. I understand that prior to the Courtesy Appointment all applicable NJIT rules and regulations must be adhered to. **I further understand that during the course of this appointment, the Appointee will be receiving no income/funding from or through NJIT.**

Host's/Responsible Party's Signature: _____

Date: _____

I have reviewed the request, information and documentation provided and I approve this request.

Chair's Signature: _____

Date: _____

Dean's Signature: _____

Date: _____

<i>Non-Research Related</i>	<i>Research Related</i>
<i>Provost:</i>	<i>Sr. VP for Research:</i>
<i>Date:</i>	<i>Date:</i>