**Courtesy Faculty**

New information on the researcher & research support screening was announced earlier this month in July's HR Forum. The following information are highlights of those announcements in addition to additional information and updated resources.

**Researcher & Research Support Screening**

- Courtesy faculty who are performing research or who are in research support positions must complete form in PageUp - [Job Req #527535](https://hr.ufl.edu/manager-resources/recruitment-staffing/researcher-screening/).
- Review will be conducted by UFHR and UF Research Integrity, Security and Compliance (RISC).
- Researcher and research support screening information can be found at [https://hr.ufl.edu/manager-resources/recruitment-staffing/researcher-screening/](https://hr.ufl.edu/manager-resources/recruitment-staffing/researcher-screening/).
- Joint and affiliate faculty (employed faculty members) are not included in the researcher and research support screening process.
- Reappointments (those in role 5yrs or more) are not included (even if the applicant was not previously included) in the researcher and research support screening process.

**Offer Letter Templates**

- New separate templates are available for general courtesy faculty and joint/affiliate courtesy faculty appointments.
- New attestation section for departmental use added at the bottom of the general courtesy faculty offer letter template.
- Updated templates must be in use by **Friday, July 28th**
  - If offer letter has already been presented prior to July 28th then there is no need to redo the letter.
  - Courtesy faculty hires may be **delayed** if new letter is not in use beginning July 28th.

**New/Updated Resources**

- [Frequently Asked Questions](#)
- [General Courtesy Faculty Offer Letter Template](#)
- [Joint/Affiliate Offer Letter Template](#)

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