Courtesy Faculty Process & Requirements

Process:

1. Review Courtesy Hire Checklist
2. Department Admin submits [HR Request](#) with required documents attached
3. Attachments:
   - CV
   - Detailed written justification for courtesy request (activities this person will be working on, courses taught in, etc)
   - Confirmation of References Checked or Reference Letters (minimum of 2)
   - Confirmation of Interview
   - Confirmation of Active Florida Dental License* and checked for any Discipline/Admin Actions (further justification needed if any discipline/Admin Actions on file)
     - Visit https://mqa-internet.doh.state.fl.us/MQASearchServices/HealthCareProviders - Provider lookup, click on Discipline/Admin Action Tab
   - Required items (if you have received):
     - [Emergency Contact Form](#)
     - CPR/BLS or ACLS card
     - Copy of FL dental license
     - Copy of DEA, if applicable
     - Board certification, if applicable
   - If you are an admin with access, please assign the UFID, affiliation and network managed by
4. Dean's office drafts offer for Chair's signature, the dean's approval/signature is obtained and the requirements are sent to courtesy faculty
5. Department Admin coordinates with the faculty to arrange health assessment and submits payment authorization
6. Department Admin requests any access needed, follows up with faculty on completing training requirements and confirms clearance prior to start date

*N/A if the faculty member will not have any clinical responsibilities. For example, if the faculty member is only providing didactic instruction or research mentoring, a dental license is not required.

Important Notes:

- The dean's approval is required before any offer is given
- A health assessment must be completed before any clinical privileges can be given