



Office of the Provost

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MEMORANDUM

To: Deans of the Schools and College

From: Ben Vinson III, Provost and Executive Vice President

Date: October 19, 2021

Re: External Academic Appointments of Faculty Members

This is a reminder that appointments of faculty members at another academic institution require my approval before such an appointment can become effective. From the Faculty Handbook (Chapter 3, Part One, Article III):

- G. A faculty member may not hold appointment in another educational institution without written approval in advance by the Provost; request for approval should be directed to the faculty member's department chair or, in a school without departments, the dean (or a designee of the chair or dean).

We have become aware that some external appointments have been accepted without seeking the appropriate approval. Obtaining approval is especially important for meeting our obligations for tracking external appointments at foreign institutions.

I would appreciate if you could inform your department chairs and/or faculty of this requirement. Instructions for seeking approval can be found at [this link](#).