

## **Provost's Memorandum**

**TO:** Deans, Chairs, and Directors  
**FROM:** Gary W. Perry, Provost and Vice President for Academic Affairs  
**DATE:** March 17, 2015  
**SUBJECT: POLICY ON AFFILIATE FACULTY APPOINTMENTS REVISED  
(Supersedes prior policies and memoranda)**

An affiliate appointment is an appointment conferred to a person who meets the unit's professional qualifications and has been offered special privileges at Florida Atlantic University. Depending upon the academic discipline, specific custom or practice, the affiliate appointment may be titled with the modifier of Courtesy, Affiliate or Volunteer. The purpose of this policy is to state the conditions under which affiliate appointments are made.

### **Policy:**

An affiliate appointment may be extended by an academic unit to a person who meets the unit's professional qualifications, but whose primary assignment is outside the unit or outside of the university. Affiliate appointments may or may not include compensation, and may include special privileges in accordance with normal general faculty qualifications. These appointments will only be extended to individuals who have the potential to enhance the academic life of the faculty and students in the unit.

### **Guidelines:**

1. An affiliate appointment is a faculty appointment which may or may not include compensation.
2. An affiliate appointment may include special faculty privileges as detailed in the appointment letter, such as eligibility to:
  - a. Obtain a University identification card
  - b. Use of University library
  - c. Purchase a University parking decal at Adjunct Professor rates
  - d. Obtain a University e-mail address
  - e. Use laboratory space, in accord with University policy and space availability
  - f. Participate in College and Department/School activities, on a non-voting basis
  - g. Serve on graduate committees, subject to the approval of the Dean of the Graduate College
  - h. Participate in grant and contract endeavors, subject to the approval of the Vice President of Research
  - i. Teach a course

3. An affiliate appointment is made in accordance with regular faculty qualifications.
4. An affiliate appointment must be completed for any faculty who is appointed and is not being paid by salary or OPS funds.
5. Affiliate appointment letters must state a fixed term, with fixed beginning and ending dates. The appointment will terminate at the end of the term. Subsequent appointments may be proposed by the College and the relevant paperwork forwarded to the Provost's Office. The affiliate appointment letter must clearly state that any affiliate appointment may be terminated at will for any reason at any time during the term by either the appointee or by the university.
6. The University and the affiliate faculty member each reserve the right to terminate the affiliate appointment at any time for any reason with or without notice.

**Procedure:**

1. The candidate for this appointment should be academically evaluated by the Department/School in the same manner as a candidate for a regular faculty appointment. On this basis, the Department/School should propose a specific academic title (Instructor, Assistant Professor, Research Assistant, etc.) with an appropriate modifier. Depending upon discipline, specific custom or practice, the modifier may be Courtesy, Affiliate or Volunteer.
2. The Department/School should forward the request to make such an appointment to the Dean for approval. The request should be accompanied by a curriculum vitae and official transcript, if required\*, and should indicate the term and what specific privileges will be afforded to the affiliate faculty member.
3. If approved, the Dean will send a Letter of Appointment to the candidate, together with an Affiliate Appointment Personal Data sheet to be filled out. The letter must include the following:
  - a. A statement indicating the academic title.
  - b. A statement indicating the modifier – affiliate, courtesy or volunteer.
  - c. A statement that it is a non-tenure earning appointment and, if appropriate, carries no financial obligation on the part of the University.
  - d. A statement on academic appointment background checks and loyalty oath if the candidate will be working with students. Background checks may not be required for affiliate faculty with no student contact, or for those in limited roles restricted to serving on thesis and dissertation committees.
  - e. The specific privileges being extended to the faculty member.
  - f. The time period for the appointment term.
  - g. A statement regarding the mutual right to terminate the appointment at will during the term.

Upon acceptance, the Dean will send the signed and accepted Letter of Appointment and the Affiliate Appointment Personal Data Sheet to the Office of the Provost.

\*Transcripts are required for all affiliate appointments when they will be the faculty of record for a course. The Department/College may require a transcript for other reasons as well.

Cc: Daniel Flynn, Vice President, Division of Research

Diane Alperin, Vice Provost, Academic Affairs

Megan Davis, Interim Executive Director, HBOI