




Academic Affairs
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PROVOST'S MEMORANDUM 2011-05

TO: Council of Deans, Chairs and Directors

FROM: Diane Alperin, Interim University Provost 

DATE: May 11, 2011

SUBJECT: **POLICY ON AFFILIATE FACULTY APPOINTMENTS
REVISED** (Supercedes Policy on Courtesy Appointments 08/20/07)

An affiliate appointment is an unpaid appointment conferred to a person who meets the unit's professional qualifications and has been offered special privileges at Florida Atlantic University. 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. Affiliate appointments do not include compensation, but may include special privileges and are made 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 does not include compensation.
2. An affiliate appointment may include special faculty privileges 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 email address
 - e. use office or laboratory space, in accord with University policy and space availability
 - f. participate in College and Department activities, on a non-voting basis

- g. serve on graduate committees
- h. participate in grant and contract endeavors
- i. teach a course

3. An affiliate appointment is made in accordance with regular faculty qualifications.
4. An affiliate appointment may or may not be associated with the University.
5. An affiliate appointment must be completed for anyone who is not being paid by salary or OPS funds.
6. Affiliate appointments must be for a fixed term, with fixed beginning and ending dates. The appointment will be terminated at the end of the term unless renewed by the College and the relevant paperwork forwarded to the Provost's office.
7. The University and the affiliate appointee reserve the right to terminate the affiliate appointment at any time.

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 appointment. On this basis, the Department 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 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 what specific privileges will be afforded to the affiliate faculty member.
3. 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 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.
 - e. The specific privileges being extended to the faculty member.
 - f. The time period for the appointment.

A model letter has been developed to assist you in this process; letters that differ significantly should be reviewed by the Associate Provost of Academic Personnel.

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

* 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.

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