




ACADEMIC AFFAIRS
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MEMORANDUM

TO: Deans, Chairs, and Directors

FROM: Bret Danilowicz, Provost and Vice President 
Academic Affairs

DATE December 22, 2020

SUBJECT: **Policy on Affiliate Faculty Appointments – REVISED** (*Supersedes all 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:

The candidate for any affiliate appointment should first be academically evaluated by the Department/School. 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.

OPTION A – for affiliate appointments to thesis/dissertation or tenure-review committees ONLY

1. 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 should indicate the term and that the specific privileges being extended to the faculty member are limited to service on thesis and dissertation committees.

2. If approved, then the following process should proceed. Note that this procedure only applies to non-FAU faculty. The Dean of the respective college will:
 - a. consult with the department chair to determine whether a background check is required. If it is determined that a background check is required, then please follow the Option B process below.
 - b. send the candidate a Letter of Appointment that includes:
 - i. a statement indicating the academic title.
 - ii. a statement indicating the modifier – Affiliate should be used as the modifier for this specific type of appointment.
 - iii. a statement that it is a non-tenure earning appointment and, if appropriate, carries no financial obligation on the part of the University.
 - iv. a statement that the specific privileges being extended to the faculty member are limited to serving on thesis and dissertation committees.
 - v. the time period of the appointment term (A minimum 5-year affiliate appointment is recommended for those serving on thesis and dissertation committees).
 - vi. A statement regarding the mutual right to terminate the appointment at will during the term.
 - vii. Upon receipt, the Dean will send the signed letter of Appointment and the [Form 1 – Graduate Faculty Status Application](#) to the Office of the Provost, with a Copy to the Graduate College.
 - c. Once the Affiliate Appointment is approved by the Office of the Provost, the Graduate College will process the [Form 1 – Graduate Faculty Status Application](#).

OPTION B – for all other affiliate appointments

1. 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.
2. If approved, then the Dean of the respective college will:
 - a. Send the candidate a Letter of Appointment that includes:
 - i. A statement indicating the academic title.
 - ii. A statement indicating the modifier – Affiliate, Courtesy or Volunteer.
 - iii. A statement that it is a non-tenure earning appointment and, if appropriate, carries no financial obligation on the part of the University.
 - iv. A statement on academic appointment background checks and loyalty oath if the candidate will be working with students.

- v. The specific privileges being extended to the faculty member.
 - vi. The time period of the appointment term.
 - vii. A statement regarding the mutual right to terminate the appointment at will during the term
- b. Send the candidate an Affiliate Appointment Personal Data sheet to be completed, or instructions regarding how to access a secure web-based form to be completed.
 - c. Upon receipt, the Dean will send the signed letter of Appointment and personal data sheet to the Office of the Provost. Once approved, the Office of the Provost will coordinate with HR to enter these appointments into Workday.

*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
Michele Hawkins, Vice Provost, Academic Affairs
Jim Sullivan, Executive Director, HBOI
Robert Stackman, Dean, Graduate College