



GUIDELINES FOR APPOINTING AFFILIATE and ADJUNCT FACULTY

Effective FY 2012 the University of Idaho will implement a policy change to appropriately recognize the associated faculties. The change reflects the national usage of terminology for distinguishing adjunct and affiliate faculty appointments. Please read FSH 1565 F Academic Ranks and Responsibilities for full context and implementation compliance: <http://www.webs.uidaho.edu/fsh/1565.html#F>. A summary of the Associated Faculty 1565 F is below followed by a guideline to appoint such faculty.

F-1 Affiliate Faculty: consists of professional personnel who serve academic units in a supporting capacity. Appointment is a means of encouraging greater cooperation between and among academic units and other units at the university.

- An affiliate holds non-tenure track faculty status in an appropriate academic discipline and no rank is assigned. Most often an affiliate has a primary job appointment in a home unit.
- An affiliate is typically an employee of the UI or an employee of a governmental or private agency who is assigned by that agency to a UI unit or to one of the agency's units or programs that is officially associated with the UI (by fully executed contract or agreement).
- An affiliate has responsibilities, privileges and rights and must meet the qualification criterion.

F-2 Adjunct Faculty: includes highly qualified persons who are not employed by UI but are closely associated with its programs. The relationship of an adjunct with the university is essentially that of a collaborator with a UI unit, program or faculty member. There may be no formal agreement.

- An adjunct must be highly qualified in their fields of specialization, ordinarily equivalent to those required of regular members of the faculty, rank is not assigned.
- It may be necessary to request the primary employer's consent prior to beginning the recommendation for appointment process.
- An adjunct has responsibilities for such an appointment and must meet the qualification criterion.

Note: Associated Faculty appointed with rank prior to implementation of this policy will retain that privilege. Effective FY 12, rank is not assigned to Associated Faculty.

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APPOINTMENT PROCESS:

Follow the steps outlined below to request an Associated Faculty appointment.

Affiliate	Adjunct
<p>1. Recommendation for appointment is originated in the unit, in concurrence with the nominee's immediate supervisor (home unit) and unit faculty. Unit and college by-laws should provide a process. The following documents are routed from the unit to the college level for review.</p> <ul style="list-style-type: none">A. Statement of approval from the home unit supervisor.B. Statement of approval from the proposed affiliate department chair that includes 1) unit faculty have voted and approved this appointment request and 2) a description of the greater cooperation and benefits to be achieved by this appointment.C. Nominee's current curriculum vitae.D. As appropriate additional evidence of support from the VP of Research and Economic Development, Dean of Graduate Studies and other units affected. <p>2. Recommendation for appointment is routed to the college dean for review and approval. Upon the dean's approval the following is routed to the Provost office for final review and approval.</p> <ul style="list-style-type: none">A. Items A-D aboveB. Evidence of the dean's support <p>3. The Provost will respond in writing to the dean of the college indicating approval of the appointment.</p> <p>4. An EPAF is not necessary if a primary job exists in Banner.</p> <p>5. The historic list of affiliate faculty resides in the Office of the Provost & Executive Vice President. Affiliate faculty are listed in the catalog through the 2018-19 publication. Units are encouraged to list affiliate faculty as desired on unit web pages.</p> <p>Each spring semester the Office of the Provost & EVP will provide units a list of affiliate faculty who have system access. Annually, it is the college/department responsibility to evaluate affiliate faculty appointments for system access and the appropriateness of continuing to post on unit webpages.</p> <p>At any time, a unit can request from the Office of the Provost & EVP the full record of appointments to ensure that new appointments are not missing from the institutional record.</p>	<p>1. Recommendation for appointment is originated in the unit, in concurrence with the nominee's immediate employer and unit faculty. Unit and college by-laws should provide a process. The following documents are routed from the unit to the college level for review.</p> <ul style="list-style-type: none">A. Evidence of immediate employer support.B. Confirmation of the nominee's agreement to serve as adjunct faculty.C. Statement of approval from the department chair that includes 1) unit faculty have voted and approve of this appointment and 2) a description of the greater cooperation and benefits to be achieved by this appointment.D. Nominee's current curriculum vitae.E. As appropriate additional evidence of support from the VP of Research and Economic Development, Dean of Graduate Studies and other units affected. <p>2. Recommendation for appointment is routed to the college dean for review and approval. Upon the dean's approval the following is routed to the Provost office for final review and approval.</p> <ul style="list-style-type: none">A. Items A-E aboveB. Evidence of the dean's support <p>3. The Provost will respond in writing to the dean of the college indicating approval of the appointment.</p> <p>4. An EPAF will be required to initiate recognition as an ADJUNCT faculty for access of systems such as: Vandal Card, Library and timesheets. The appropriate EPAF category is: AFFILIATE MEMBER either with or w/o supervisory role as appropriate for the appointing unit. Adjunct faculty do not receive compensation. EPAF comments should clearly indicate adjunct faculty and should be routed to the Provost's Office acknowledgement, at minimum.</p> <p>5. The historic list of adjunct faculty resides in the Office of the Provost & Executive Vice President. Adjunct faculty are listed in the catalog through the 2018-19 publication. Units are encouraged to list adjunct faculty as desired on unit web pages.</p> <p>Each spring semester the Office of the Provost & EVP will provide units a list of adjunct faculty who have system access. Annually, it is the college/department responsibility to evaluate adjunct faculty appointments for system access and the appropriateness of continuing to post on unit webpages.</p> <p>At any time, a unit can request from the Office of the Provost & EVP the full record of appointments to ensure that new appointments are not missing from the institutional record.</p>