



## 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.

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**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"><li>A. Statement of approval from the home unit supervisor.</li><li>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.</li><li>C. Nominee's current curriculum vitae.</li><li>D. Optional, additional evidence of support from other affected units.</li></ul> <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"><li>A. Items A-D above</li><li>B. Evidence of the dean's support</li></ul> <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 &amp; 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 &amp; 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 &amp; 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"><li>A. Evidence of immediate employer support.</li><li>B. Confirmation of the nominee's agreement to serve as adjunct faculty.</li><li>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.</li><li>D. Nominee's current curriculum vitae.</li><li>E. Optional, additional evidence of support from other affected units.</li></ul> <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"><li>A. Items A-E above</li><li>B. Evidence of the dean's support</li></ul> <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 <b>ADJUNCT</b> faculty for access of systems such as: Vandal Card, Library and timesheets. The appropriate EPAF category is: <b>AFFILIATE MEMBER either with or w/o supervisory role</b> 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 &amp; 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 &amp; 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 &amp; EVP the full record of appointments to ensure that new appointments are not missing from the institutional record.</p>