



An affiliate faculty appointment is a courtesy relationship between University of Western States and a person who meets the university's professional qualifications and has been offered special privileges at UWS.

The title and position of affiliate faculty is not an employment relationship with University of Western States. The appointment connects the affiliate faculty member to a particular college or academic unit based on expertise.

### **Affiliate Faculty Appointments**

The university has two designated affiliate faculty appointment types but may extend the role to other functions as appropriate:

1. Affiliate Faculty, Community Based Clinical Education (CBCE)
2. Affiliate Faculty, Research

### **Scope**

This policy sets forth the qualifications, responsibilities, and guidelines for appointment of affiliate faculty at University of Western States and neither the policy nor the appointment constitute or create a contractual obligation, on behalf of the university toward, or with, any affiliated faculty. This policy is designed to comply with and be interpreted in a manner consistent with all relevant federal, state, and local laws.

An affiliate appointment:

- may include special faculty privileges as detailed in the appointment letter, such as eligibility to use the UWS library or campus space in accordance with university policy and space availability, access to selected technology and software, or participation in research and grant endeavors, subject to the approval of the provost. Access varies by affiliate designation and work expectations.
- is made in accordance with regular faculty qualifications for the relevant area of affiliate appointment (e.g., clinical education, research).
- must be completed for any faculty who is appointed and is not being paid.
- letter includes a fixed term, with designated beginning and ending dates. The appointment terminates at the end of the term, typically three years or less. Subsequent appointments may be proposed by the college or the affiliate faculty. The relevant paperwork must be forwarded to the provost or the appropriate designee.
- letter clearly states that any affiliate appointment may be terminated at will for any reason at any time during the term by either the appointee or the university.

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.



Affiliate faculty must maintain insurance or be fully insured by their employer. Affiliate faculty are not covered by university liability or malpractice insurance.

Affiliate faculty may participate in university meetings and events by invitation. Affiliate faculty may list University of Western States in their title and on grant applications with specific permission as noted in the letter of appointment. When an affiliate faculty is conducting research that will name the university, the research should have approval from the university even if using an IRB from another institution.

Faculty who hold affiliate faculty appointments are subject to and shall comply with law, as well as the university policies and procedures, including, but not limited to compliance with UWS policies relating to:

- treatment of employees and students, such as Title IX Sexual Harassment Policy, Family Educational Rights and Privacy Act (FERPA); and Health Insurance Portability Accountability Act (HIPAA);
- health and safety, such as firearms on campus, and those governing a drug-free, alcohol-free, and smoke-free campus; and,
- use of facilities and supplies, as well as information technology, equipment, networks, and other resources and conflict of interest, as applicable.

Affiliate faculty, CBCE are appointed by the appropriate AVP when they meet the criteria and have agreed to participate in the university CBCE program, but are not university employees.

Other affiliate faculty appointments (e.g., affiliate faculty, research) must submit materials to the appropriate program leadership (dean, AVP), who collects all application materials. Upon approval by the program leadership, in collaboration with faculty as appropriate, the request is routed to the provost or appropriate designee for approval and appointment.

For reappointment following the conclusion of the original appointment, the applicant should submit an updated curriculum vitae and information documenting their involvement with the college/program during the previous three years.

**Related Policies:**

**Keywords:** Affiliate, faculty, CBCE, appointment