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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

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 s

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.

