



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.

Continued on next page

APPOINTMENT PROCESS:

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

Affiliate

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.
 - A. Statement of approval from the home unit supervisor.
 - B. Statement of approval from the proposed

Adjunct