



Policy title: **SBS RECOMMENDATIONS ON AFFILIATE (COURTESY) APPOINTMENTS**

Effective: September 20, 2020

PURPOSE/INTENT

This document indicates best practices with respect to affiliate (also known as courtesy) appointments for faculty in the College of Social and Behavioral Sciences. For the purposes of this document, “affiliate” refers to University of Arizona faculty who are seeking affiliation with other University of Arizona units.

UNIVERSITY OF ARIZONA POLICY

None.

SBS RECOMMENDED PRACTICE

Faculty with multiple areas of disciplinary expertise are encouraged to seek affiliate (courtesy) appointments in other UA units. Similarly, units are encouraged to welcome affiliate faculty.

Roles and responsibilities of affiliates:

While there are no proscribed responsibilities for affiliates, those with affiliate status may be asked to:

- Participate in the teaching mission by leading seminars, supervising student projects, or serving on student committees.
- Serve on advisory or review committees within the unit.
- Collaborate with unit faculty on research or creative activities.
- Particularly in smaller units, rank-eligible affiliated faculty may be asked to serve on committees, including Promotion and Tenure if/as appropriate.

Procedural requirements:

Units practice may vary but should involve a consistent internal process. Minimally, unit process should follow these steps:

1. Faculty person expresses interest in affiliate status, through a formal (application) or informal (email or conversation with the unit head or director) request.
2. Unit faculty give input (by vote or whatever mechanism governs per unit bylaws).
3. If approved, the unit head or director drafts a brief memo on letterhead indicating approval of the affiliate request.
4. The unit business manager adds the affiliate title in UAccess Employee, attaching the approval memo as required paperwork.
5. Affiliate status is added, with notice given to tenure-home department.
6. Faculty is added to the affiliate list on the unit website.

CONSIDERATIONS

Affiliate (courtesy) appointments have no associated salary or FTE and are therefore distinguishable from appointments in which a primary unit and a secondary unit contribute to faculty salary and split some of the faculty FTE. For more on shared appointments, please see the *SBS Policy on Shared Appointments*.