Note: This memo may be used for currently employed TTE/Teaching faculty who are granted an *internal* affiliation with another program or department.

This memo may also be used for professional staff serving as instructor of record, but only once the affiliate and department/program are approved for the internal affiliation via the Affiliated Scholar Request Form and have completed the steps outlined in the A&S Affiliate Definitions and Procedures document linked above.

Refer to the [A&S Affiliate Definitions and Procedures](https://www.wm.edu/as/facultyresources/dept-prog-administration/faculty-recruitment/as-affiliate-definitions-procedures-sept-2023-jh-edits-11.3.23-v4.pdf) on the [Faculty Recruitment and Appointment webpage](https://www.wm.edu/as/facultyresources/dept-prog-administration/faculty-recruitment/as-affiliate-definitions-procedures-sept-2023-jh-edits-11.3.23-v4.pdf) for the procedures related to specific use of this memo.

Internal affiliate memos are initiated by depts or programs who track their own internal employee affiliates and renewal dates (employee internal affiliations may be for periods of one to three years). The list of affiliates must be updated annually and posted on the unit’s A&S Personnel Policies Box site. Prior to renewing any affiliate appointment, evidence of teaching effectiveness during the prior term must be reviewed.

An internal affiliation is *neither* a formal Memorandum of Understanding, a Joint Appointment Memorandum of Understanding, nor a (non-employee) Courtesy Affiliate Scholar appointment, all of which are administered through the Dean of the Faculty of Arts & Sciences Office.

Date:

To:

From: Dept/Prog Chair/Dir

Subj: Appointment as Internal Faculty Affiliate of the XX Program

C: The Affiliate’s Home Dept Chair

As Chair/Director of the XX [Department/Program] at William and Mary, I am pleased to inform you that you have been appointed as a Faculty Affiliate of the XX Department/Program for the 20xx-xx academic year. This appointment recognizes your service and commitment to the success of the XX Department/Program and to its students. This letter also authorizes you to use the title of Faculty Affiliate of the XX Department/Program in websites, grant applications, internal and external correspondence, and other appropriate venues for the duration of this term.

This appointment must be reviewed and renewed before [specify end date] to retain your active affiliation.

[optional for Programs (not departments), add as appropriate]: This appointment establishes your capacity to vote on program and administrative issues within the XX program’s own self-governance].