March 28, 2018

To: Department Chairs and Program Directors
   Department and Program Administrative Staff

From: Kate Conley, Dean of the Faculty

Subj: Arts & Sciences Affiliate Definitions and Procedures

C: Michael Halleran, Provost

This document clarifies the Arts & Sciences definitions and procedures for affiliate appointments, both internal and external.

A. Internal Affiliate: T/TE/NTE/Adjunct faculty or, occasionally, a Professional employee.
   - Is a current W&M employee.
   - By mutual agreement voluntarily and informally affiliate with a department or program. This is less formal than a faculty joint appointment.
   - Internal employee affiliations can be from one to three years and are renewed by the department/program. Initial appointment must be granted by memo using the A&S template as a guide (sample template attached). Renewals do not require a new department memo but the renewal status must be communicated by the chair/director to the faculty member each year, as must any decision not to renew a prior appointment.
   - It is the sole responsibility of the department/program to track, manage, and renew internal employee affiliations.
   - An annual list of all department/program internal affiliates shall be prepared for the Dean each April listing new and renewed appointments effective the next AY. This list will be uploaded to the Department/Program Personnel Policies Box site and placed in the folder: Internal Faculty Affiliate List.
   - Internal affiliations require no changes to Banner or W&M account database.
   - Note: A&S Dean’s Office becomes involved if a current Professional employee volunteers to teach for no pay in A&S as Instructor of Record (IOR) or Co-IOR.
     - The department must submit a Faculty Appointment Form (unpaid adjunct) and a memo to their Ewell Dean requesting that the employee be flagged as IOR. Include a copy of the department’s affiliation memo, their cv, and have the professional send a transcript certifying their highest degree for credential verification. Professional employee receives a $0 contract referencing faculty handbook instructor policies.
B. External Affiliate: **Affiliated Scholar.** See the Provost’s Affiliated Scholars Program: http://www.wm.edu/about/administration/provost/documents/affiliated_scholar.pdf

- An affiliated scholar is a non-employee who holds credentials equivalent to a W&M faculty member and who is sponsored by an academic department or program.
- Appointments must be requested and approved through the Dean of Arts & Sciences Office, who copies the Provost’s Office on approved affiliated scholar appointments. Complete the Courtesy Faculty Affiliate Appointment Request Form on the A&S website Resources for Faculty.
- Department chairs and program directors (or others as per personnel policies) must evaluate and approve courtesy affiliates recommended by other department faculty.
- Once the affiliate request is fully completed and approved by the chair/director and approved by the dean, the Dean’s Office will generate an appointment letter.
- For IT purposes affiliated scholar courtesy appointments can be of any length up to one year and may be renewed annually. Standard titles are Research Scholar or Visiting Scholar; other titles must be approved by the dean.
- Banner/IT: When the signed appointment letter is returned to the dean, the Dean’s Office will initiate the Cherwell Request IT process to generate a W&M Banner ID, and email and other access if needed, as well as any renewed access.
- Departments and programs must track their affiliates and expiration dates, and initiate renewals prior to the affiliate’s expiration date by submitting the Faculty Affiliate Appointment Request Form to the Dean’s Office for each annual renewal.
- Note: If an unpaid affiliate becomes a **volunteer instructor of record**, a request must be sent to the Dean’s Office with CV, justification, and request to flag them as Instructor of Record.
  - If approved they will receive a $0 contract referencing faculty handbook instructor policies. $0 contracts are not submitted to HR as these instructors are not employees.
  - Volunteer affiliate instructors must **provide a transcript** certifying their highest degree prior to teaching.
- If a courtesy affiliate scholar is hired into a W&M paid position through a PeopleAdmin recruitment they become an employee and a courtesy affiliated scholar appointment is no longer necessary.

C. Other External Affiliates: **External contractors, temp agency staff, or short-term guests to campus.** http://www.wm.edu/offices/it/itrequests/index.php

- When hired contractors, temp agency staff, or short-term guests need W&M IT access to perform their contracted duties, the authorized chair/director and/or office administrator is responsible for submitting the Cherwell affiliate request to IT security (via Request IT).
- A list of authorized A&S chairs/dirs and admin staff will be provided by the Dean’s Office to IT each summer.
D. Students

- International Graduate Student Scholars (non-matriculated student visitors) are managed by the department/program in cooperation with the Reves Center [http://www.wm.edu/offices/revescenter/issp/departments/scholarvisas/index.php](http://www.wm.edu/offices/revescenter/issp/departments/scholarvisas/index.php) and with prior emailed approval from the Office of the Dean of Graduate Studies.

- US Graduate Student Scholars (non-matriculated student visitors) are managed by the department/program with prior emailed approval from the Office of the Dean of Graduate Studies.

- Current W&M undergraduate or graduate students do not need an affiliate appointment since they have status as matriculated students. If there are IT needs beyond those normally available to students, this must be approved by the chair/director and a Cherwell IT Request should be submitted by the authorized chair/director or administrator describing the need.