

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Affiliated Faculty Appointments

**Regulation and Procedure
Number: URP: 02.340**

Policy Owner: Academic Affairs

POLICY STATEMENT

In order to foster interdepartmental and interdisciplinary collaborations, affiliate faculty appointments may be considered for full-time faculty or academic component administrators at Texas Woman's University who, by virtue of their credentials and expertise, are deemed qualified to make significant contributions to an academic or research unit outside of the academic component in which they hold their primary appointments.

APPLICABILITY

This policy is applicable to TWU Faculty.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. Procedures

- A. With appropriate qualifications and the consent of both the faculty member's home academic component and the affiliated unit, affiliate faculty may be authorized to teach courses, advise students, supervise internships, direct student research, and/or serve on graduate committees in the affiliated academic component. To teach graduate courses and to serve as a member of graduate student committees, affiliate faculty are required to be members of the graduate faculty. For an affiliate faculty to direct graduate student committees or direct graduate students' professional papers, theses, or dissertations, the affiliate academic component administrator makes a recommendation to the Dean of the Graduate School for approval. Affiliate faculty may also contribute to the affiliated unit's research mission through research initiatives or collaborative projects. They may also perform service to the affiliated unit through such activities as serving on committees

(e.g., curriculum committees, search committees, planning committees). Affiliate faculty will be credited workload units for teaching courses in the affiliated unit and for any approved non-teaching duties in the affiliated unit, in accordance with URP 02.305 Faculty Workloads. Faculty compensation remains in the home unit unless otherwise mutually agreed upon and documented in the memorandum of understanding.

- B. Individual colleges, schools, departments, and programs (hereafter, “academic component”) may establish affiliate faculty appointment guidelines and procedures to augment this URP. Subject to the requirements for affiliate faculty appointments articulated in this URP, each academic component may determine the criteria for affiliate appointments with respect to teaching, scholarship, and service within the particular unit. Criteria for component affiliate appointments must be approved by the appropriate dean. With appropriate advance notice, the affiliate faculty member, the home academic component, or the affiliated unit may terminate the affiliate faculty appointment at any time, subject to the approval of the dean(s) of the college(s) in which the home academic component and the affiliated unit are housed.
- C. Seeking or accepting affiliate faculty status is voluntary on the part of the faculty member. A faculty member may choose to decline affiliate faculty appointment or reappointment without negative outcomes.

D. Process of Appointment

1. The faculty member or administrator seeking affiliation submits a formal application to the academic component administrator with which the affiliation is sought. Documentation constituting a formal application includes the following:
 - a. An application letter describing the individual’s credentials and proposed contributions (teaching, research, and/or service commitments) to the mission of the unit;
 - b. A current curriculum vitae;
 - c. A memo of support from the individual’s primary/home academic component administrator, in order to avoid conflicts with performance expectations;
 - d. A memo of support from the individual’s College Dean (if the proposed affiliated unit is not in the individual’s home College).
2. Upon receipt of the application letter, curriculum vitae, and memo(s) of support, the academic component administrator will

make a decision about the individual's affiliation in consultation with her or his faculty.

3. If the decision is positive, the academic component administrator forwards to the Dean of the College in which the affiliated unit is housed a recommendation for the faculty member to be affiliated with the unit and copies the recommendation to the proposed affiliate faculty member's home academic component administrator and Dean (if the proposed affiliated unit is not in the individual's home College). If the proposed affiliate faculty member will be teaching courses in the affiliated unit, the academic component administrator will also submit a TWU Faculty Credential and Qualifications Documentation Form to the Dean of the College.
4. Upon approval of the Dean, a Memorandum of Understanding will be developed to include the work to be done by the faculty member for the affiliated department and the beginning and ending dates of the appointment. This Agreement is signed by the faculty member, the academic component administrator, the affiliated academic component administrator, and the Dean(s) of both academic components. This Agreement is forwarded to the Provost.
5. The Provost sends a letter granting Affiliate Faculty status and specifying any rights and responsibilities attached to the affiliate status.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[URP 02.305: Faculty Workloads](#)

FORMS AND TOOLS

None

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