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 ("TWU") 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

1. "Academic Component ("AC")" means the administrative unit of faculty within a discipline or a set of related disciplines; may be titled program, department, school, or campus/center unit of a college.

2. "Academic Component Administrator ("ACA")" means the leader of an academic component with authority over faculty, staff, and budget; titles may include Chair, Director, Associate Director, Associate Dean, and Assistant Dean. A Program Director who is responsible for budget and personnel is also considered an ACA. For programs for which a separate Program Director is not assigned, the ACA serves as the Program Director.

3. "Faculty" means a person who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.

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. 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 University Regulation and Procedure ("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 unit") 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 unit may determine the criteria for affiliate appointments with respect to teaching, scholarship, and service within the particular unit. Criteria for unit 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. A faculty member or administrator may seek affiliation with another unit, or an ACA or Dean may invite a faculty member to apply for affiliate faculty status within their unit. Requests are made to the Vice Provost for Faculty Affairs to initiate the application process.

2. Documentation constituting a formal application includes the following:

a. A description of the faculty member's credentials and proposed contributions (teaching, research, and/or service commitments) to the mission of the unit; and

b. A current curriculum vitae.

3. The application is forwarded to the faculty member's home ACA for approval in order to avoid conflicts with performance expectations.

4. If approved, the ACA in the affiliate unit will make a decision about the individual's affiliation in consultation with program and/or component faculty. Any changes to expected contributions are documented at this step.

5. If approved, the Dean of the College in which the affiliated unit is housed will make a decision about the faculty member's affiliation status within their college.

6. If approved, the faculty member's home College Dean (if the faculty is housed in a different college) will approve the affiliation status.

7. If the proposed affiliate faculty member will be directing graduate student committees or directing graduate students' professional papers, theses, or dissertations, the Dean of the Graduate School must also approve.

8. If the affiliate faculty member will be teaching courses in the affiliated unit, the affiliated unit must complete the faculty credentialing process to ensure the faculty is credentialed to teach the proposed courses.

9. Upon approval by all parties, the Executive Vice President for Academic Affairs/Provost sends a letter granting Affiliate Faculty status and specifying any rights and responsibilities attached to the affiliate status. Included with the letter is the scope of the affiliation and the start and ending dates of the appointment.

10. Affiliate faculty status appointments may not exceed five (5) years. Faculty members or academic units that want to continue an affiliate faculty appointment may reapply using this procedure.

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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