



Policy Title: Affiliate Faculty	Policy Number: BU-PP XXX
Date Issued:	Responsible Executive: Provost
Date Last Revised:	Responsible Office: Provost

Affiliate Faculty (BU-PP XXX)

Policy Statement

An affiliate faculty appointment is a courtesy appointment to a department or academic unit based on merit and is subject to Baylor University policies, as applicable. This appointment characterizes a non-employment relationship with Baylor in which the faculty member's expertise is beneficial to the academic unit.

Reason for the Policy

This policy sets forth the qualifications, responsibilities, and terms of appointment for Affiliate Faculty at Baylor University.

Individuals/Entities Affected by this Policy

Faculty with the Baylor-assigned classification of Affiliate Research Professor, Affiliate Clinical Professor, Distinguished Affiliate Professor, Visiting Scholar, Ministry Guidance Supervisor, or Field Supervisor.

Exclusions

All other faculty and staff

Related Documents and Forms

University Policies and Documents

University Policy BUPP 721

Other Documents

State or Federal law
Regulations

1. Affiliate Faculty (BU-PP XXX)

Definitions

These definitions apply to terms as they are used in this policy.

Affiliate Faculty	The designation “affiliate faculty” identifies a nonemployment relationship between an individual who contributes to the mission of Baylor University in faculty roles.
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Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Office of the Provost	254-710-3601	https://www.baylor.edu/provost/

Principles

- A. Affiliate appointments are uncompensated, temporary appointments without benefits. These appointments may be revoked by the University at any time at the University’s discretion.
- B. A faculty member holding an affiliate appointment may also on occasion teach courses or perform other services for the University for which he or she is compensated in addition to the affiliate appointment.
- C. Affiliate faculty appointments are ordinarily granted for three years or less, and may be renewed.
- D. The rank of an affiliate faculty member is determined in accordance with the experience and expertise level of the individual.
- E. Faculty who hold affiliate faculty appointments are subject to and shall comply with the policies and procedures of the Department, the College or School, and the University.
- F. Affiliate faculty are not considered Baylor University employees unless hired in other roles as noted in B above.
- G. Affiliate faculty members are eligible for University I.D. cards, library usage, parking, and athletic tickets at faculty rates. They do not participate in the tuition fee waiver program.
- H. Affiliate faculty do not have voting rights in their respective academic units.

Appointment Title

- A. Affiliate Research Professor – affiliate faculty member whose primary contribution to the unit is in the realm of research
- B. Affiliate Clinical Professor – affiliate faculty member whose primary contribution to the unit is in the realm of professional practice
- C. Distinguished Affiliate Professor – affiliate faculty member whose professional and/or academic qualifications are equivalent to those of Distinguished or University Professors at Baylor
- D. Visiting Scholar – affiliate faculty member who will be in academic residence for a specific period of time whose primary contribution could be in the realm of research, scholarship, or instruction
- E. Ministry Guidance Supervisor – affiliate faculty member whose primary contribution to the unit is the supervision of students involved in ministerial internship experiences
- F. Field Supervisor – affiliate faculty member whose primary contribution to the unit is the supervision of students involved in experiential learning

Procedures

- A. A request for an affiliate faculty appointment shall be submitted to the department chair (or academic dean in those schools not having departments). Visiting international scholars **must also** apply through the International Student and Scholar Services (ISSS) in the Center for Global Engagement. Visiting scholar appointments may have additional requirements, and the Office of the Vice Provost for Research should be contacted regarding these appointments.
- B. The application shall include:
 - the individual's name
 - the requested faculty classification
 - the justification for the appointment including anticipated contributions to the department
 - the individual's current title(s), position(s), and/or affiliation(s) that are pertinent to the appointment sought at Baylor
 - degrees held and/or qualifying experience and/or expertise
 - a current CV

- C. The application must be approved by a positive vote of the departmental faculty to affirm the affiliation.
- D. If affiliation is affirmed, the department chair shall send the application and all materials to the dean for approval.
- E. The dean will review the application and materials, make a determination, and respond directly to the department chair via email as to his or her approval or denial of affiliation.
- F. If the dean approves the affiliation, the department chair shall send a letter of appointment following the model provided below and adding any necessary additional conditions to the affiliate faculty member with copies to the dean, Vice Provost for Faculty Affairs and the Human Resources Consultant for the unit.
- G. For reappointment following the conclusion of the original appointment, the applicant should submit an updated CV and information documenting her or his involvement with the department during the previous three years and steps C through F should be repeated.

Sample letter:

[Department or School Letterhead]

[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

Re: Offer of Appointment as [Affiliate Research Professor, Affiliate Clinical Professor, Distinguished Affiliate Professor, Visiting Scholar, Ministry Guidance Supervisor, Field Supervisor] at Baylor University

Dear [Dr./Mr./Ms.] [Last Name]:

It is my sincere pleasure to offer you an appointment as a [Affiliate Research Professor, Affiliate Clinical Professor, Distinguished Affiliate Professor, Visiting Scholar, Ministry Guidance Supervisor, Field Supervisor] in the [Department or School name] at Baylor University. Your appointment begins on [beginning date] and is for [number] years.

Your [Affiliate Research Professor, Affiliate Clinical Professor, Distinguished Affiliate Professor, Visiting Scholar, Ministry Guidance Supervisor, Field Supervisor] appointment does not carry any salary or benefits. You are eligible for a University I.D. card, faculty parking, library usage, and athletic tickets at faculty rates.

As an [Affiliate Research Professor, Affiliate Clinical Professor, Distinguished Affiliate Professor, Visiting Scholar, Ministry Guidance Supervisor, Field Supervisor] at Baylor University, your appointment is subject to all applicable Baylor University policies, as they may be amended from time to time.

The faculty and staff join me in welcoming you to [School/Department Name] and look forward to working with you. We trust that it will be mutually rewarding.

Sincerely,

[Department Chair or Dean]

I have read and understand this letter and I agree to the terms and conditions of this appointment

[First Name] [Last Name]

Date