

Guidelines for Affiliate Appointments With the College of Arts & Architecture

The College of Arts & Architecture may be enriched by the inclusion of individuals whose special knowledge or expertise complements that of a regular college faculty member and who do not receive remuneration from Penn State. And, periodically, we may have an administrative or staff member (other than an academic dean or academic school director or department head) who may on occasion perform educational services for the College whose primary responsibilities do not involve teaching and research who, therefore, are not eligible for tenure. These type of affiliations can be formally recognized by an affiliate appointment within the College in accordance with HR06 Types of Appointments (<https://policy.psu.edu/policies/hr06>).

Process for Requesting an Affiliate Appointment

An affiliate appointment shall ordinarily originate within the school/department. Affiliate candidates may be nominated by a faculty member sponsor or a school director/department head. Or, the individual interested in an affiliate appointment may submit a written request, justification, expected contribution, and curriculum vitae to the school director/department head. There may be situations in which it is more appropriate for an affiliate appointment to originate at the College level. In such cases, the Dean will take the lead in the appointment and may consult with the appropriate school, department, or unit head. In some cases, the affiliate appointment may reside at the College level, in consultation with the associate deans or college academic leadership council or faculty council.

The candidate must be reviewed and approved by the appropriate school/department committee. Some schools/departments may decide to take a faculty vote.

Upon approval, the school director/department head shall make an official recommendation to the Dean for an affiliate appointment (including the recommended title pursuant to AC85 Affiliate Academic Appointments (<https://policy.psu.edu/policies/ac85>)). The official recommendation should include the expected contribution to the department, the school/department committee's letter, a report of any vote taken, and the candidate's curriculum vitae.

The Dean will make the final decision regarding the appointment of the candidate. If the decision is favorable, the College Human Resources office will work with the school/department to process the appointment.

Per policy, the appropriate academic officers are responsible for providing regular review of affiliate faculty appointments to determine whether a continuation of the appointment is warranted. These reviews should provide sufficient information justifying the continuation of an individual's affiliate appointment. This information will include a summary of service the individual has provided to the unit. Examples of such service may include but would not be limited to:

- teaching a portion of a class
- invited guest lecturer in classes, seminars, studios
- Interaction with graduate students and committees in accordance with Graduate School policy (<http://gradschool.psu.edu/faculty-and-staff/>).
- Collaborate on grants/proposals, research projects, and publications.

Should the academic unit leader find it necessary to terminate an affiliate appointment, notification should be provided to the Dean, the College Human Resource office, and the appropriate termination employment form should be submitted to the Human Resources Shared Services Center for processing.