

## 12.99.99.R0.15    **Affiliate Faculty**

Approved July 15, 2021

Next Scheduled Review: July 15, 2026



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### **Procedure Summary**

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Texas A&M University-Commerce recognizes affiliate faculty appointments may be considered for individuals who, by their expertise, are deemed capable of making a significant contribution to a university program. Such contribution may involve giving occasional lectures, serving a department or program in its curricular development, serving on dissertation committees or involvement with research. Affiliate faculty appointments are made available to persons outside the university and whose principal employment lies outside the university as well. Affiliate Faculty appointments formally recognize volunteer (unpaid) contributions to a program. Accordingly, service as an affiliate faculty member is voluntary; either party may withdraw from the arrangement at any time for any reason.

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### **Procedures and Responsibilities**

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#### **1 GENERAL**

- 1.1 The University will consider Affiliate Faculty appointments for individuals who, based on the merits of the applicant, wish to contribute to the instruction of students in classroom or experiential settings, or make other significant contributions to the teaching and research missions of the university, its schools and departments.
- 1.2 Affiliate Faculty appointments are for professionals not already employed by the University. Those holding affiliate status, with appropriate qualifications and with the consent of the affiliated department or Academic Dean and approved by the Provost, Vice-President of Academic Affairs, may be authorized to teach, serve on departmental committees when invited, serve on master's or doctoral theses in the affiliated department, and should be listed on the faculty of the affiliated department. In addition, affiliate faculty may include practitioners who provide direct supervision/field instruction to students during practicum and clinical experiences in schools, community-based agencies, clinics, and private companies/organizations. Affiliate faculty may not chair master's theses or dissertation committees.
- 1.3 Affiliate Faculty appointments are courtesy, non-tenure accruing and will not hold any rank, nor create an employer/employee relationship.

#### **2 PROCESS OF APPOINTMENT**

- 2.1 Current university faculty and academic administrators may seek out candidates and invite their interest. The candidate must submit a letter of interest and curriculum vitae to the head of the department requesting affiliation and/or dean. The department chair shall exercise their best judgment in deciding what constitutes a “significant contribution” to the department and college.
- 2.2 Documentation constituting a formal application:
  - 2.2.1 Current *Curriculum Vitae*.
  - 2.2.2 Letter of recommendation.
- 2.3 Affiliate faculty appointments must be approved by the Academic Dean, Dean of Graduate School (if graduate instruction or committee service), and presented to the Provost, Vice-President of Academic Affairs for final approval.
- 2.4 An offer of appointment shall be made available to successful affiliates detailing the terms and conditions of service.

### 3 TERM OF APPOINTMENT

- 3.1 Affiliate appointments shall be a biennial appointment. However, to be reappointed for subsequent two-year terms; the Department Head must review affiliate faculty, and may reappoint upon satisfactory service.
- 3.2 The University and the affiliate appointee both reserve the right to terminate the Affiliate Faculty appointment at any time. The Department Head forwards their recommendation to the Academic Dean. All appropriate offices must be notified.
- 3.3 End at the expiration of the appointment unless otherwise reappointed prior to the ending of the existing appointment. All appropriate offices must be notified.

### 4 UNIVERSITY PRIVILEGES

- 4.1 An Affiliate Faculty member may be eligible for an employee scholarship (See 31.99.01.R0.02) and some other privileges, such as discounts at the bookstore.
- 4.2 An Affiliate Faculty member may be a co-investigator on sponsored research activities with prior written permission from the department in which they are appointed as an external affiliate faculty and with the concurrence of the Vice-President for Research and Economic Development. Successful completion of protection of research subjects training is required.

### 5 AFFILIATE FACULTY RESPONSIBILITIES

5.1 Affiliate Faculty are subject to university rules, procedures, and guidelines.

5.2 Continuing review of research and other scholarly activities is conducted at intervals appropriate to the degree of risk. If the investigator, during the course of conducting the research or scholarly activities, revises the protocol (e.g., makes changes to the informed consent form, survey instruments used or number and nature of participants), he/she must submit immediately an addendum to the approved protocol for review by the Institutional Review Board. The process for continuation/review will be outlined in each approved protocol.

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## **Related Statutes, Policies, or Requirements**

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University Procedure [31.99.01.R0.02 Employee Scholarship Program](#)

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## **Definitions**

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**Affiliate Faculty:** Individuals who, based on the merits of the applicant, wish to contribute to the instruction of students in classroom or experiential settings, or make other significant contributions to the teaching and research missions of the University, its schools and departments.

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## **Appendix**

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Affiliate Faculty Nomination Form

Sample Affiliate Faculty Offer Letter

Waiver form for Liability (Workman's Compensation)

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## **Contact Office**

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Office of the Provost and Vice President for Academic Affairs  
903.886.5439