

AFFILIATED FACULTY APPOINTMENTS IN THE COLLEGE OF ENGINEERING

DEFINITION

An unpaid appointment for faculty, which may include special academic privileges within a particular department in the College of Engineering. This is a courtesy appointment with no associated salary, benefits, or other compensation.

PROCEDURE

All affiliated faculty appointments must be approved by the department head of the department in which a faculty member is seeking affiliated faculty appointment. Nominations for such appointments will be made by the department head, individual departmental faculty, or the applicants themselves. A CV and written approval from the faculty member's current home department head or Dean (if the applicant is department head) is required and may consist of either a hard copy or an email. Appointment letters will be sent to the appointee and their immediate supervisor.

CRITERIA

Affiliated faculty should contribute substantively to the department with which they are affiliating, such as involvement in specific projects, teaching, research, or service to the department. The creation of an affiliated appointment should be of some discernible value to the department, college, and University. Examples of activities justifying an affiliated appointment include:

- Supervision of students within the affiliate department in any of the following capacities: senior design project advisor, MS thesis advisor, or PhD dissertation advisor
- Department-related research resulting in publications in which the faculty member lists the department as an affiliation on publications and presentations
- Active collaborative cross-disciplinary research with faculty in the affiliated department
- Teaching affiliate departmental courses or courses that are cross-listed with the affiliated department

RESPONSIBILITIES

In addition to developing the activities listed above, affiliated faculty members are requested to provide current information about major publications, unsolicited press coverage, funded proposals, and all other relevant news related to the affiliate department on an ongoing basis to the department head or designated staff member. A high resolution head shot is also required to be included on the department's faculty listing.

RIGHTS

Affiliated faculty members are not required to attend departmental meetings and are not voting members of the department. They may be invited to participate in special meetings, such as advisory board meetings, retreats, and social functions. They will be listed in department publications, on the department website, and any other public facing entities.

REVIEW - REVOCATION

These appointments come with a three-year term and are subject to review for renewal. Continuation of the appointment will be granted if the criteria mentioned above have been met over the appointment time and there are no associated issues.