

SBUS Faculty Affiliate Appointment Process

Affiliate faculty appointments represent a mechanism designed to bring a well-known researcher to Mason (virtually or physically) for collaboration and interactions with the faculty and other stakeholders. Affiliations may be beneficial for research, industry collaboration, and other thought leadership activities, with the goal of strengthening our academic networks and our reputation.

As per the Faculty Handbook section 2.1.7 Affiliate Faculty - Faculty with teaching, research, service, or administrative assignments who are not employed by the University may be designated with the honorific title of Affiliate Faculty. Recommendations for affiliate faculty appointments must be approved by the Provost. Affiliate faculty appointments are honorific only and carry no employee status. Affiliates may not receive any type of compensation from the University. The title is Affiliate Faculty and the term cannot exceed one year.

Being granted affiliate faculty status allows a guest to obtain a G#, email, and use of university resources such as libraries. An office or cube may be made available, depending on circumstances. If, among other things, an affiliate is to teach, it would be unpaid. The submission of a transcript would be required in those instances where an individual is to be considered an Instructor of Record.

Process

- Any faculty member may nominate an individual as a potential affiliate faculty for consideration to their Area or to a Center. A current CV should be provided to the Area Chair/Center Director, along with reasons for the affiliation. It is important that the proposed arrangement has the potential for adding value for the career of the candidate, the nominating faculty, the Area (or Center), the School of Business and/or the University. As such it will be important to specify the reasons behind a proposal, including a statement of goals or objectives to be accomplished and the specific window of time for the appointment. A description of the resources needed to support the appointment would also be helpful (e.g. office space). If this appointment is to be interdisciplinary, the other Area(s) or external unit involved should also be providing a recommendation.
- The Area faculty or Center-affiliated faculty would consider and the Chair/Director would then forward positive recommendations to the Associate Dean for Research. The suggesting faculty will be informed of the outcome of the discussions.
- The Associate Dean for Research will review the request and the potential benefits, forwarding his or her recommendation to the Dean, copying the Associate Dean for Faculty.
- The Dean will make the decision to approve or not.

- If the recommendation is positive and supported by the Dean, this will be made known to the SBUS Executive Director, Finance & Administration. The SBUS HR team will complete the process, seeking approval from the Provost's office. Note that it is the Provost's office that actually awards the appointment.
- All parties to the arrangement will be informed of the outcome.
- A decision as to who contacts the candidate with news of the approval can be made at the local level.
- Once notified, the SBUS HR team would communicate with the designee to collect, enter and process the paperwork required which will allow for access to Mason's IT services, library, Blackboard system, etc.

Exceptions

The affiliate faculty title may be used infrequently for HR purposes, with the approval of the Dean and Associate Dean for Faculty.

8/28/20

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