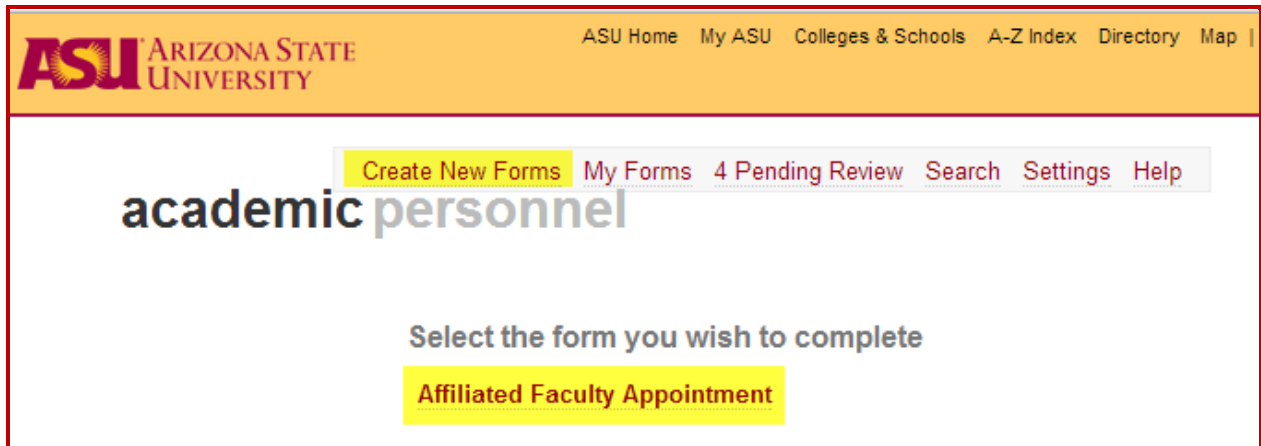


## Affiliated Faculty Appointment

Click on the [Create New Forms](#) link and then click on the [Affiliated Faculty Appointment](#) form (currently the only form in the list).



The Affiliated Faculty Appointment form appears in a refreshed window. This simple form is straightforward. Hover your cursor over or click on the “What’s this?” links to display additional information for various fields.

The form starts in the affiliated department, is reviewed and approved by the chair or director of the affiliated department, and then reviewed by the dean of the affiliated college. After the form clears the affiliated college, it moves to the provost’s office for review. The form then continues for review and approval by the chair of the primary reporting unit, or “home” department, and then for review and approval by the dean of the primary reporting college. Once the provost’s office gives final approval, the form originator receives notification.

Home Help

# academic personnel

Click this link to read the ACD policy.

## Policy (ACD 505-04: Transfer, Joint, and Affiliated Faculty and Academic Professional Appointments)

Affiliated appointments are made to ASU faculty members and academic professionals who hold an appointment in one academic unit (the primary unit) and are required to serve in a role in another academic unit, center, or institute (the secondary unit).

Type the ASURite ID, the Outlook alias used to sign in to My ASU (e.g., afclty), not the 10-digit Employee ID (e.g., 1000123456) and not the SSN.

Full Name:  ASURite ID:  [What's this?](#)

Routing: Select the affiliated unit.

Affiliated Unit:

Affiliated College/School:

Primary Reporting Unit:  [What's this?](#)

Primary Reporting College/School:  [What's this?](#)

Affiliation Effective Date:  [What's this?](#) Affiliation End Date:

Term. Appointments are made for a period of not more than one year and are renewable.

**Rights and Responsibilities:** Affiliated faculty or academic professionals may have governance, voting rights, and responsibilities in the affiliated unit, including eligibility to chair dissertation committees, if otherwise qualified. At the request of a tenure-eligible affiliated faculty member or a probationary affiliated academic professional, the secondary unit may provide input for probationary, tenure/continuing appointment, and promotion reviews to the unit in which tenure/continuing appointment resides.

**If a form is marked as needing revisions by a Reviewer Leader in the review process, it will most likely be because the information detailing the affiliated rights and responsibilities is incomplete, inaccurate or confusing.**

Click this box to save your changes. You can return to make edits at any time until you submit the form.

Attachment: