

Process Guide for Affiliate Academic Appointments

(faculty and academic professionals)

Academic Affairs Manual (ACD) Transfer, Joint, and Affiliate Faculty and Academic Professionals: [ACD 505-04](#)

Affiliate appointments are made to ASU faculty members and academic professionals who hold appointments in one academic unit (the primary unit) and are invited to serve in a role in another academic unit, center, or institute (the secondary, affiliate unit) ([ACD 505-04](#)).

Please note:

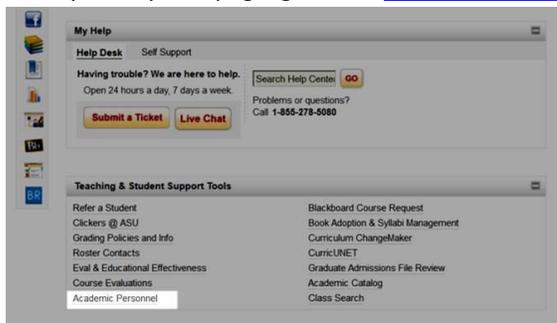
- a. The Academic Personnel System provides a method of electronically submitting and routing courtesy academic proposals for adjunct and affiliate faculty and academic professionals. This document only covers the process for creating/renewing **affiliate** faculty and academic professionals.
- b. Affiliate faculty or academic professionals may have governance, voting rights, and responsibilities in the affiliate unit, including eligibility to chair dissertation committees, if otherwise qualified. At the request of a tenure-eligible affiliate faculty member or a probationary affiliate academic professional, the affiliate unit may provide input for probationary, tenure/continuing appointment, and promotion reviews to the unit in which tenure/continuing appointment resides ([ACD 505-04](#)).
- c. An affiliated appointment requires an appointment letter signed by the faculty member or academic professional, the head(s)/chair(s)/director(s), and dean(s) of the home and affiliated units ([ACD 505-04](#)).
- d. Appointments are made for a period of not more than one year and are renewable ([ACD 505-04](#)), i.e. 365 days at the most.
- e. Affiliate appointments cannot be used to change academic rank or academic (primary) home.
- f. The academic personnel system cannot be used to give a staff member an academic appointment. Staff members can be given academic appointments, but that's a different process.
- g. Regardless of start date, all affiliate appointments expire each year on June 30.
- h. To gain access the Academic Personnel System, please fill out and submit the [online form](#).
- i. The addition of reviewers (or changes in reviewer status) needs to go through the college's academic personnel admin; the list of college academic personnel admins is [here](#).

Contact: for questions about this process, please send a note to academicpersonnel@asu.edu with the word "affiliate" in the subject line.

Step 1. Secondary (affiliate) unit responsibilities.

- a. Draft an appointment letter outlining the rights and responsibilities of the individual.
- b. Obtain signatures of both units and colleges (affiliate and home), as well as the individual.
- c. Sign in to My ASU, so that the form will recognize your approval status.

From your My ASU page, go to the [Academic Personnel System](#).



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- d. Click on “Create New Forms.” This will give you a choice of three forms.
- e. Choose “Affiliate Faculty and Affiliate Academic Professional Appointment.” This will bring up the form.
- f. Fill out the form and attach the signed offer letter. Once the form is submitted, it will be routed to the affiliate college for review.

Step 2. Secondary (affiliate) college. The college checks the form and letter for errors, and either approves, disapproves, or sends back the form for revisions. When the college approves, the form is automatically routed to the academic personnel team in the provost’s office.

Step 3. Academic personnel team responsibilities. The academic personnel team checks the form and letter for errors, and either approves the form or sends it back for revision. When the form is approved at this level, it is automatically routed to the primary (or home) unit.

Step 4. Primary unit (home unit) responsibilities. The primary unit reviews the form and the letter for errors, and either approves, disapproves, or sends the form back for revision. When the primary unit approves, the form is automatically routed to the primary college.

Step 5. Primary college (home college) responsibilities. The primary college reviews the form and letter for errors, and either approves, disapproves, or sends the form back for revision. When the primary college approves, the form is automatically routed to the Academic Personnel Team.

Step 6. Academic personnel team responsibilities. The team reviews the form and letter for errors, and either approves, disapproves, or sends back the form for revision. Please note that final approval will not be given without an attached appointment letter which includes the signatures of both colleges, both units (if applicable), and the individual.

Step 7. All units, colleges, and the provost’s office should file a screen print of the approved form as well as the signed appointment letter.