

Affiliate Faculty Appointment Policy

Valparaiso University

Purpose and Definition

The Affiliate Faculty Appointment designation recognizes and formalizes collaborative relationships between faculty members and academic units outside their primary appointment. This policy establishes a framework for faculty to contribute their expertise across disciplinary boundaries while maintaining their primary academic unit responsibilities and affiliations.

An affiliated appointment is specific to the faculty member and does not automatically transfer to a new colleague upon their departure.

An Affiliate Faculty appointment differs from a Joint Appointment in that:

- The faculty member's primary academic unit, evaluation processes, and the vast majority of teaching responsibilities remain within their primary department.
- The appointment does not involve a formal split of teaching load or financial compensation from the affiliated academic unit, except in cases of overload.
- The relationship is collaborative in nature rather than constituting a formal secondary appointment.

Eligibility

To be eligible for an Affiliate Faculty appointment, the candidate must:

- Hold a regular faculty appointment (tenure-track, tenured, or term) at Valparaiso University.
- Demonstrate expertise, scholarly activity, or professional experience relevant to the affiliated academic unit.
- The primary academic unit must have a clear interest in deepening its connections to the secondary academic unit.
- The secondary academic unit must have a clear interest in deepening the participation of the faculty member in its operations, including areas like curriculum development, program assessment, and faculty evaluation.
- Receive approval from both their primary academic unit leader and the proposed affiliated academic unit leader.

Appointment Process

1. **Initiation:** An Affiliate Faculty appointment may be initiated by:
 - The faculty member seeking the appointment.
 - The leader of an academic unit seeking to affiliate with a faculty member.
 - The faculty member's primary academic unit leader.
2. **Application Materials:** The faculty member shall submit the following materials to both the primary and proposed affiliated academic unit leader:
 - Current curriculum vitae
 - Statement of interest (1-2 pages) addressing:
 - Relevant qualifications and expertise
 - Potential contributions to the affiliated academic unit

- Anticipated collaborative activities
 - Brief statement of support from the primary academic unit leader
3. **Review Process:**
- The affiliated academic unit's faculty shall review the application and make a recommendation to their academic unit leader.
 - The affiliated academic unit leader shall consult with the Dean overseeing the academic unit.
 - The affiliated academic unit leader shall confirm with the primary academic unit leader their support for the affiliated appointment.
4. **Approval:**
- Approval requires written consent from:
 - The affiliated academic unit leader
 - The Dean overseeing the affiliated academic unit
 - The faculty member's primary academic unit leader
 - The Dean overseeing the faculty member's primary academic unit (if different)
 - A list of expectations for the affiliated faculty member on which potential renewal of appointment will be based upon.
5. **Appointment Letter:** Upon approval, the Provost's Office shall issue an Affiliate Faculty appointment letter (separate from the annual appointment letter) specifying:
- The term of the appointment
 - Minimum expectations for participation
 - Renewal process

Term and Renewal

- Initial Affiliate Faculty appointments shall be for a term of five (5) years.
- Appointments may be renewed for additional five-year terms following review.
- It is the responsibility of the faculty member who holds the affiliate appointment to initiate a renewal process by submitting the required materials to both the primary academic unit and affiliated academic unit leaders.
- Renewal requires:
 - A brief report from the faculty member outlining contributions and activities during the appointment.
 - Letters of support from both the primary and affiliated academic unit leaders
 - Approval from both Deans (if applicable).

Rights and Responsibilities

Affiliate Academic Unit:

- List the name of Affiliated Faculty on their academic unit website.
- Communicate effectively with the Affiliated Faculty related to the expectations outlined in the appointment letter.

- Communicate with the primary academic unit leader to fully support the Affiliated Faculty member.

Affiliate Faculty members:

- **May (at the invitation of the affiliated academic unit):**
 - Participate in affiliated academic unit meetings.
 - Serve on affiliated academic unit committees.
 - Collaborate on curriculum development.
 - Participate in affiliated academic unit events and activities.
 - Apply for grants and pursue scholarly activities in collaboration with affiliated academic unit faculty.
 - Co-advise students in the affiliated academic unit with approval of the academic unit chair.
 - Teach courses in the affiliated academic unit with approval from both chairs and appropriate Deans.
 - List the Affiliate Faculty appointment in their institutional biography and professional materials.
- **Are expected to:**
 - Participate in affiliated academic unit activities as agreed upon in the appointment
 - Contribute expertise to strengthen the affiliated academic unit.
 - Support the mission and goals of both the primary and affiliated academic units.
- **Will not:**
 - Have voting rights in the affiliated academic unit.
 - Have tenure considerations affected by the affiliated appointment.
 - Have a title of designation associated with the affiliated appointment.
 - Receive additional compensation solely for holding the affiliated appointment.

Teaching in Affiliated Academic Units

When an Affiliate Faculty member teaches in the affiliated academic unit:

1. The teaching assignment must be approved by both the primary and affiliated academic unit leaders.
2. The primary academic unit retains first priority for the faculty member's teaching assignments.
3. Teaching in the affiliated academic unit may be:
 - Part of the faculty member's regular teaching load (with appropriate cross-listing or load-sharing agreements between departments).
 - Compensated as an overload with approval from the appropriate Dean(s).

Assessment and Evaluation

- The faculty member's primary academic unit maintains primary responsibility for faculty evaluation, promotion, and tenure decisions.
- The affiliated academic unit chair may provide input to the primary academic unit during regular evaluation processes.

- Contributions to the affiliated academic unit shall be recognized as valuable teaching, service, and/or scholarship in the faculty evaluation process.

Termination of Appointment

An Affiliate Faculty appointment may be terminated:

- At the end of the appointment term if renewal is not sought or approved.
- At the request of the faculty member.
- At the request of either the primary or affiliated academic unit leader, with approval from the appropriate Dean(s).
- Upon termination of the faculty member's appointment at the institution.

Administration of Policy

- The Office of the Provost shall maintain records of all Affiliate Faculty appointments.
- The policy shall be reviewed every five years by the Academic Leadership Council and may be amended as necessary to ensure its effectiveness and alignment with the university's mission.

Approved by: Academic Leadership Council

Date: 26 March 2025