

TOWSON UNIVERSITY PROCEDURES FOR AFFILIATE APPOINTMENTS

A. Preamble

The purpose of affiliate appointments is to foster and facilitate intellectual interconnection among academic departments/programs and between academic departments/programs and other units of the university and/or metropolitan community. As a comprehensive metropolitan university, TU will increasingly be creating institutes and centers and/or partnerships with other higher education institutions, businesses, and/or school systems whose personnel are not faculty but are highly qualified teachers and scholars. TU will increasingly be offering academic programs which can benefit from interaction with faculty in multiple departments and with administrators and professional staff both in centers and institutes and in other parts of the university administration and/or metropolitan area.

Consistent with USM and TU policies on appointment, rank and tenure of faculty, tenure cannot be earned on an affiliate appointment.

An academic department or program can appoint to affiliate status: (1) a faculty member or a member of the professional staff within an academic program, or center when that individual's appointment and salary lie in another department of the University or (2) an outstanding person who may be simultaneously employed outside the University.

A faculty member, administrator, or staff member may hold affiliate status in more than one department/program simultaneously.

B. Basic Requirements for Affiliate Appointment

1. The affiliate appointment must benefit the department/program and the University.
2. Since standards for the professional ranks are used, the individual being considered for affiliate appointment should normally have the terminal degree or equivalent experience and/or service in the discipline of the home department/program or in a closely related field.
3. The individual must be judged capable of the specific department/program duties that are included in the letter of agreement.
4. The individual appointed shall be subject to all University rules, requirements, and expectations that apply to any non-tenure track faculty member.

C. Approval

An affiliate appointment will be made upon the recommendation of the faculty of the department, and at a level commensurate with an appointee's qualifications, consistent with standards established for regular tenure-track faculty.

An affiliate appointment must be approved by the department/program and the dean of the college in which the department/program is located.

A letter conferring affiliate status must be provided and must have the assent of the chairperson/coordinator, the dean, and the provost.

D. Implementation

1. Affiliate faculty shall be included in the intellectual life of the department or program, and may participate in department/program governance. If their primary appointment is faculty rather than staff, and they hold affiliate status in an interdisciplinary program, they are also eligible to serve on the program's promotion, tenure/reappointment, and merit committee.
2. Status as affiliate faculty confers no vote in college or university levels of governance and does not make one eligible to serve on any college or University committee. However, an affiliate faculty member's primary position within the University may confer eligibility to vote and/or serve. For instance, a professor of English who is an affiliate professor of Women's Studies can vote as a member of the English Department and serve on college and University committees as a member of the English Department; likewise an administrator may serve as an appointed member of appropriate University committees.
3. The affiliate faculty member's responsibilities (which may be teaching, advising, mentoring, scholarship, curriculum development, grant writing, etc.) shall be agreed upon by the chairperson/coordinator, the dean, the individual, and the individual's immediate supervisor in their primary university position. This agreement should be in writing, and should be reviewed and updated periodically.