

January 2007

Guidelines for Designating Non-Departmental Faculty as Affiliated Faculty College of Humanities

Departments have the freedom to establish an official relationship with a faculty member outside the department who has scholarly and instructional interests that could profitably benefit and enrich a departmental program's curriculum. The term to be used is "Affiliated Faculty," and may be listed as such in the University Catalog. The guiding principle in the department's forming such affiliations with faculty members should be to capitalize on what the potential affiliated faculty member already teaches and researches in his/her department; that is, that courses the faculty member teaches for his/her department/program can be productively cross-listed in the affiliated department. This arrangement should not be extended to faculty who, for instance, only occasionally serve on an MA thesis committee.

The following principles should be observed when departments form these relationships:

- Departments who wish to contact a potential affiliated faculty member must first receive approval from the faculty member's department chair before proceeding further. Similarly, departments who are contacted by someone wishing to become an affiliated faculty member must receive approval from the faculty member's department chair before proceeding further.
- An affiliated faculty member is not expected to receive a reduction in teaching load in their home department in order to teach a course in the affiliated department. By the same token, service rendered to the affiliated department should not replace or hinder service obligations to the home department.
- An affiliated faculty member's citizenship in the affiliated department should be limited to such tasks as thesis advisement and attendance at occasional meetings related to curriculum and to program development and assessment.
- An affiliated faculty member's performance in and contributions to the affiliated department should be considered by the home department in Annual Stewardship Interviews and Rank and Status reviews; they should not, however, substitute for poor performance and neglected obligations in the home department.

Though the relationship described herein functions largely on a "goodwill" basis, it is wise for the chair of the department with whom the faculty member formally affiliates to articulate in writing the terms and expectations of this relationship and to submit this to faculty member's home department chair for approval.

Application for Affiliated Faculty Status - College of Humanities

Name:

Home Department:

Affiliated Department:

Please explain how this status will benefit the affiliated department, home department, and faculty member:

Please state any specific expectations for the faculty member or for either department in this relationship (e.g., specific courses, frequency of courses, meetings):

Affiliated Department Chair Signature

Home Department Chair Signature

Dean