

Process Guide for Affiliating Academic Personnel

(faculty and academic professionals)

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

Do not use Adobe Sign, Adobe Certificate, or cursive fonts to sign letters. The JPEG of a pen-and-ink signature is accepted, as are DocuSign signatures.

Definition and Policy

Affiliated appointments are made to *paid ASU faculty members and academic professionals* whose tenure or academic homes are in one unit (the primary unit) and are invited to serve in a role in another academic unit, center, or institute (the secondary, affiliated unit).

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 affiliated unit may provide input for probationary, tenure/continuing appointment, and promotion reviews to the unit in which tenure/continuing appointment resides.

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. Appointments will be made following the procedures for selection and appointment as set forth in college, academic unit, or program policies. The appointment letter must clearly articulate the rights and responsibilities within the secondary unit as well as any agreements related to evaluations for reviews.

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

Process

The online affiliate process provides a method of electronically submitting and routing affiliation appointments through departments, colleges, and the provost's office for approval. Using this system, administrators and administrative staff at ASU can create, route, evaluate, and approve affiliated appointments.

Please note:

1. Affiliated appointments cannot be used to change academic rank. For example, if an individual is a lecturer in the academic home, that individual will also be a lecturer in the affiliated unit.
2. This particular process cannot be used to give an academic rank to a staff member.
3. Staff members, not being *academic* personnel, cannot be affiliated members of an *academic* unit (through this particular process).
4. If a faculty member has a paid department which is different from the faculty member's tenure home, the primary (home) unit for the purpose of affiliation will be the tenure home. Therefore, the dean of the tenure home must sign the appointment letter, and the online form must be routed through the tenure department and college.
5. All affiliated appointments expire each year on June 30.
6. Changes in reviewer status need to go through the college's [Designated Department Admin](#).
7. Administrators and admin staff who wish to gain access to the Academic Personnel System can fill out and submit the [Affiliate System Access Request online form](#), which routes to the college's Designated Department Admin. If a college or independent unit does not already have a Designated Department Admin, please contact the provost's office to have one set up.
8. Use PeopleSoft names on the form so that everyone can find that individual quickly in PeopleSoft or Dashboard.

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9. Use only academic ranks on the form; the affiliations are based on academic ranks and not administrative titles. For tenured and tenure-track faculty, their academic rank will be found on the tenure screen in PeopleSoft. For year-to-year faculty, their academic rank will most often be their paid department.

Step 1. Secondary (affiliated) unit responsibilities.

- a. Unit admin drafts an appointment letter outlining the rights and responsibilities of the individual.
- b. Unit admin obtains signatures of both the affiliated unit (such as a center or department) and the college (a college in this case can be an independent unit such as the Library at ASU or Knowledge Enterprise), the signatures of the home unit and college, as well as the individual.*

Step 2. Originator. An Originator signs in to MyASU and goes to the [online affiliate form](#). Here are the next steps:

- a. Click on "Create New Forms." This will give the choice of three forms.
- b. Choose "Affiliated Faculty and Affiliated Academic Professional Appointment." This will bring up the form.
- c. Fill out the form and attach the signed offer letter. Once the form is submitted, it will be routed to the affiliated department for review.

Step 3. Secondary (affiliated) department Reviewer. The department Reviewer signs on and checks the form and letter for errors, and either approves, disapproves, or sends the form back to the Originator for revisions.

Step 4. Secondary (affiliated) college Reviewer. The college Reviewer signs on and 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 5. Academic Personnel (provost office team). The provost office team signs on and 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 routed to the primary (or home) unit.

Step 6. Primary unit (home unit) Reviewer. The primary unit Reviewer signs on and 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 7. Primary college (home college) Reviewer. The primary college Reviewer signs on and 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 8. Academic Personnel (provost office team). The provost office team signs on and reviews the form and letter for errors, and either confirms final approval, disapproves, or sends back the form for revision.

Authority Levels

Originators can create online forms for their designated unit, but cannot approve them.
Reviewers can approve online forms as well as create them within their designated unit.

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The Designated Department Admin (DDA) can create and approve any online document at the college level or any unit within the college. Requests for new originators and reviewers are routed through the DDA. There can only be one DDA for each college/independent unit.