



William & Mary Arts & Sciences

OFFICE OF THE DEAN

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To: Department Chairs and Program Directors
Department and Program Administrative Staff

From: Suzanne Raitt, Dean, Faculty of Arts & Sciences

Subj: Arts & Sciences Affiliate Definitions and Procedures

C: Peggy Agouris, Provost

This document clarifies the Arts & Sciences definitions and procedures for affiliate appointments, both internal and external. All references to the Dean in this document specifically refer to the Dean of the Faculty of Arts & Sciences, unless otherwise noted.

A. **Internal Affiliate:**

1. **T/TE/TF/Adjunct Faculty and Professional Employees**

- A current W&M employee that, by mutual agreement, chooses voluntarily to affiliate informally with a department or program. This arrangement is less formal than a joint faculty appointment.
- Internal employee affiliations can be from one to three years and are renewed by the department/program with agreement from the individual. Initial appointment must be granted by memo using the [A&S Internal Faculty Affiliate Unit Appointment template](#) as a guide. Renewals do not require a new department memo but the renewal status must be communicated by the chair/director to the faculty member each year, as must any decision not to renew a prior appointment.
- It is the sole responsibility of the department/program to track, manage, and renew internal affiliations. The Dean's Office must receive a copy of the initial appointment memo, and be notified of any subsequent changes in status, including renewal and non-renewal.
- An annual list of each department's or program's internal affiliates shall be prepared for the Dean every April, including new and renewed appointments effective the next AY. This list will be uploaded to the Department/Program Personnel Policies Box site and placed in the folder: *Internal Faculty Affiliate List*.
- Internal affiliations require no changes to Banner or W&M account database.
- Professional employees who wish to teach in a unit with which they are informally affiliated need to follow the processes in 2 or 3 below in order to be approved to teach.

2. Professional Employees and Postdocs with Teaching Included in their Position Description or Contract as an Optional or Required Responsibility

- If a professional is interested in gaining teaching experience as an instructor of record (IOR) or as a Co-IOR, their job description must be updated to include optional or required teaching as part of their position. Employees in this category may not be paid separately for their A&S teaching assignment. Their degree and teaching credentials must be vetted and submitted to the dean's office following the process outlined below.
- Prior to the semester in which such an employee will teach, the department or program must submit an [Affiliated Scholar Request Form](#) and include a copy of the contract or Position Description, and the affiliate's CV.
- On the form, the department should indicate which course(s) the individual will teach as well as the name of the TTE or TF Faculty member who will be responsible for mentoring the affiliate's teaching effectiveness during their appointment.
- Staff who teach in an area outside their primary hiring unit must receive an *internal affiliate appointment* letter using the [A&S Internal Faculty Affiliate Unit Appointment template](#) as a guide. They may be listed on the unit website as "Affiliate faculty." Evidence of teaching effectiveness should form part of normal performance evaluation, and evidence of teaching effectiveness must be reviewed by the host unit by August 10th of the next academic year appointment for the affiliate.
- Following form approval, the unit may issue the internal affiliate appointment letter, and request the affiliate arrange for an original transcript through their degree-granting university to verify their highest degree earned. This typically uses the affiliate school's official **third-party electronic transcript service**. Official e-transcripts should be emailed to Jinger Hickman, Faculty Personnel Services Manager, at jrhickman@wm.edu.
- In all cases of professional employees who teach as instructor of record (IOR) or as a Co-IOR, the Dean's Office must have a CV that outlines their degrees on file; and either an official transcript showing award of terminal degree, or a degree certificate. This is necessary for SACSCOC accreditation since professional employees who are teaching as IOR or Co-IOR must possess a Master's degree or have completed 15 credits of graduate hours in the discipline or a closely related discipline.
- Affiliates under this category must complete all requirements outlined above prior to being scheduled for A&S courses.

3. Professional Employees and Postdocs with no Teaching in their Position Description or Contract, who are being paid as an adjunct to teach as IOR

- These professionals must apply to and be vetted through the instructional dept's adjunct pool and follow normal hiring procedures for an adjunct position (including a CV, Cover Letter, & 3 letters of recommendation).
- The supervisor of the employee being asked to teach should indicate that this is acceptable given their other responsibilities.
- The professional must also complete an [Internal Supplementary Compensation Form](#) to document that the supervisor approves the additional overload teaching role. This is required each year that the individual teaches and must be submitted simultaneously to the Dean's Office and Human Resources.
- The professional will receive an adjunct teaching contract from the Dean's Office, upon receipt of the Faculty Appt Form (FAF) and be flagged as IOR.
- The affiliate should also arrange for an original transcript through their degree-granting university to verify their highest degree earned. This typically uses the school's official **third-party electronic transcript service**. Official e-transcripts should be emailed to Jinger Hickman, Faculty Personnel Services Manager, at jrhickman@wm.edu.
- If the second job is during the employee's traditional work hours, or is full-time for a specific time period, then the employee claims annual leave or would have flexibility to adjust their traditional work schedule. If the second job is outside their traditional work hours, then annual leave is not required.
- Affiliates under this category must complete all requirements outlined above prior to being scheduled to A&S courses.

Note: Aside from a small number of visits as a guest lecturer (no compensation, for experience only, no listing as CO IOR) individuals cannot perform “volunteer” teaching that is not documented either by an adjunct contract for pay, OR by adding teaching as an optional or required part of the employee’s job description. The documentation verifies the credentials have been reviewed by the home or teaching unit.

B. External Affiliate:

1. **Affiliated Scholar:** See the Provost's [Affiliated Scholars Program](#):

- An affiliated scholar is a non-employee who holds credentials equivalent to a W&M faculty member and who is sponsored by an academic department or program.
- Department chairs and program directors (or personnel committees as per personnel policies) must evaluate and approve courtesy affiliates recommended by department/program faculty.
- Appointments must then be requested and approved through the Dean of Arts & Sciences’ Office, which copies the Provost's Office on approved affiliated scholar appointments. Department chairs or Program Directors complete the [Affiliated Scholar \(Courtesy Appt\) Request Form](#), which can be found in the *Department & Program Administration* section of the A&S web site [Resources for Faculty](#).
- Once the affiliate request is approved by the chair/director and by the dean, the Dean's Office will generate an appointment letter.
- For IT purposes affiliated scholar courtesy appointments can be any length up to one year and may be renewed annually. Standard titles are Research Scholar or Visiting Scholar; other titles must be approved by the dean.
- Banner/IT: When the signed appointment letter is returned to the dean, the Dean's Office will initiate the Cherwell Request IT process to generate a W&M Banner ID, email, and other access if needed, as well as any renewed access.
- Departments and programs must track their affiliates and expiration dates, and initiate renewals prior to the affiliate's expiration date by submitting the Faculty Affiliate Appointment Request Form to the Dean's Office for each annual renewal.
- Affiliates may become a volunteer Co-Instructor of Record (Co-IOR) at the invitation of the department, only for responsibilities that a full-time employee would not ordinarily be paid for, such as independent research supervision. For such affiliate participation (e.g., independent research supervision) **under the supervision of a TTE or TF Co-IOR**, a request must be sent to the Dean’s Office to include the name of the TTE or TF Co-IOR, the affiliate’s CV, justification, and a request to flag their Banner records as instructor.
- The department chair, program director, or other T/TE/TF faculty member must serve as IOR and supervisor. Affiliates must be vetted separately for appropriate degree and/or combination of education and experience and undergo a background check. This is beyond the standard affiliation request and appointment letter.
- Affiliated Scholars may apply for external funding to support their research, including any salary, if the effort is approved by the Chair or Program Director and they include a co-investigator who is a full-time, active TTE or TF faculty member of a William & Mary department or program. Upon receipt of external funding and if it includes salary support, the sponsoring unit will follow appropriate William & Mary hiring procedures (including credentials and background checks) and submit a request to the Dean’s Office to extend an official contract as a grant-funded employee.
- If a courtesy affiliate scholar is hired into a W&M paid position through a PeopleAdmin recruitment, they become an employee, and a courtesy affiliated scholar appointment is voided.

2. **Other External Affiliates:** External contractors, temp agency staff, or short-term guests to campus are handled through [Request IT](#):

- When hired contractors, temp agency staff, or short-term guests need W&M IT access to perform their contracted duties, the authorized chair/director and/or office administrator is responsible for submitting the Cherwell affiliate request to IT security (via Request IT).
- A list of authorized A&S chairs/directors and admin staff will be provided by the Dean's Office to IT each summer.

C. Students

1. **International Graduate Student Scholars** (non-matriculated student visitors) are managed by the department/program in cooperation with the Reves Center [International Students, Scholars Program](#) and with prior emailed approval from the Office of the Vice-Dean of Graduate Studies.
2. **US Graduate Student Scholars** (non-matriculated student visitors) are managed by the department/program with prior emailed approval from the Office of the Vice-Dean of Graduate Studies.
3. **Current W&M undergraduate or graduate students** do not need an affiliate appointment since they have status as matriculated students. If there are IT needs beyond those normally available to students, this must be approved by the chair/director and a Cherwell IT Request should be submitted by the authorized chair/director or administrator describing the need.