

Policy Identification Number	
Policy Title	Appointment of Affiliate Faculty
Classification	University - Faculty
Approval Authority	Board of Trustees
Responsible Entity	Executive Vice President for Academic Affairs and Provost
Policy Owner	Lisa Saladin, EVPAA

I. Policy Statement

This policy is created to specify a university-wide standard for the appointment and maintenance of Affiliate (*aka* Volunteer) faculty designation.

II. Scope

This policy applies to MUSC colleges and units that have the authority to initiate a faculty appointment.

III. Approval Authority

The Board of Trustees is the approval authority for this policy.

IV. Purpose of this Policy

An MUSC faculty appointment connotes a position of authority and service and is a designation to be protected with clear standards and procedures. Currently, each college/unit appoints individuals as faculty members using historical precedent that with time has drifted from a common university-wide standard. This policy is to specify the criteria and process for appointing and maintaining an individual as an MUSC Affiliate faculty member.

V. Who Should Be Knowledgeable about This Policy

All Deans, Department Chairs, Division Directors, College Administrators, members of promotion and appointment committees within each college, the Executive Vice President for Academic Affairs and Provost and Administrators in the Provost's office should be knowledgeable about this policy.

VI. The Policy

A. Eligibility. Criteria for appointing Affiliate faculty are as follows: (1) the individual must provide a valuable service to the MUSC mission; (2) the individual must be appropriately qualified for the service s/he provides; (3) the individual's qualifications and contributions are vetted by the committee that approves the college or unit's promotion applications, then approved by the Dean and the Provost and

Policy ID Number	
Policy Title	Appointment of Affiliate Faculty
Date Approved	May 18, 2018

by the Board of Trustees if the appointment is at the Associate or Professor rank; (4) the individual must receive no state compensation from the college or unit that issues the Affiliate faculty appointment.

An individual paid by a college or unit is ineligible to be an Affiliate faculty in that college/unit; if a faculty position in that college/unit is warranted, s/he should be so designated in accordance with the MUSC Faculty Handbook (including appropriate rank modifiers such as *Visiting* or *Adjunct*). The title Affiliate shall not be used in conjunction with other faculty rank modifiers (e.g., Adjunct, Visiting, Research, or Clinical).

B. Appointment Process. Upon approval by the Provost (or by the BOT if the appointment is at the rank of Associate Professor or Professor), an appointment letter is issued by the appropriate college/unit, to be signed by the Affiliate faculty member and returned to the appropriate college/unit, following which, the individual is issued their MUSC MNA and NetID. All appointment (and renewal) letters shall make explicit that the title Affiliate must be included any time the individual refers to his/her MUSC faculty title (letterhead, e-mail signature, etc). The appointment and renewal letters will also make clear that Affiliate faculty are ineligible for tenure.

C. Standardization of designation. All current Volunteer faculty who meet the criteria specified in this policy will be appointed (or renewed) as Affiliate faculty effective July 1, 2018. The term "Volunteer faculty" will be retired as of June 30, 2018. Individuals with current or future appointments as AHEC Faculty in the College of Medicine may retain their designation as AHEC faculty if they continue to meet all requirements specified by the AHEC Faculty appointment and re-appointment policies in the College of Medicine.

D. Renewal of Affiliate designation. On a 3-year cycle, all Affiliate faculty appointments will be reviewed by the issuing college or unit to determine whether the appointment will be renewed. Renewal is based on continued qualifications and provision of valued service to the college/unit that issued the initial appointment. An Affiliate faculty appointment may be terminated at any time at the discretion of the Dean.

VII. Special situations

If a situation occurs that warrants departure from the policy and standards outlined herein, the Dean of the College is required to request special consideration from the Provost for exemption. The Provost has ultimate decision making authority to determine if the exemption is granted.

VIII. Sanctions for Non-compliance

Affiliate faculty appointments that fail to adhere to these standards will not be approved by the Provost.

IX. Related Information

- This policy does not conflict with information contained in the MUSC Faculty Handbook.
- This policy does not nullify the policy regarding appointment and promotion of AHEC faculty as specified by the College of Medicine.

Policy ID Number	
Policy Title	Appointment of Affiliate Faculty
Date Approved	May 18, 2018

- The faculty designation of *Affiliate* as addressed in this policy is a different use of the term than that used in the phrase "*affiliate salary*" used by Grants and Contracts Accounting and from other uses of the term *affiliate* found in several MUSC policies and procedures in reference to associated organizations or entities.

X. Communication Plan

The policy will be published on the EVPAA webpage and will be disseminated to each Dean and the chair of each respective appointment/promotion committee.

XI. Review Cycle


This policy will be reviewed every 5 years.

XII. Approval History

Original approval date and subsequent review dates:

<i>Approval Authority</i>	<i>Date Approved</i>
Executive Vice President for Academic Affairs and Provost	May 18, 2018
MUSC Board of Trustees	May 18, 2018

XIII. Approval Signatures



 Lisa Saladin, PT, PhD, FAPTA
 Executive Vice President for Academic Affairs and Provost

May 18, 2018
Date



 Don Johnson, MD
 Chair, MUSC Board of Trustees

May 18, 2018
Date