
AFFILIATE FACULTY RESPONSIBILITIES AND PRIVILEGES

PURPOSE: To establish the faculty designation of Affiliate Faculty and indicate responsibilities and privileges for these individuals who work with Boise State University students, but receive no compensation through the University payroll system.

I. Definition and Responsibilities of Affiliate Faculty

Affiliate faculty are defined as those individuals that do not have direct teaching responsibilities for students on or off campus and who do not receive monetary compensation by Boise State University through the payroll system for services rendered, but who provide instruction in off-campus settings such as medical centers, public schools, and outside government agencies for students registered in programs with classroom or laboratory experiences such as health science, social work, and biology.

II. Privileges of Affiliate Faculty

Affiliate Faculty will have privileges for use of the Library.

III. Procedure for Appointment of Affiliate Faculty

- A. Academic department chairs will identify those individuals he/she feels merit Affiliate Faculty status. The department chair will forward the names of these individuals, with their social security numbers, to the dean.
- B. The dean will forward the names of the individuals he/she approves to the Provost and Vice President for Academic Affairs.
- C. The Provost will review the recommendations and, for each individual he/she approves, will issue a paper card identifying the individual as an Affiliate Faculty and termination date of status, not to exceed one year. The card and accompanying letter identifying the benefit of library privileges will be sent directly to the individual, with a copy to the library, department and dean.
- D. When an Affiliate Faculty wishes to use the Library, he/she will bring the card to the Circulation Desk where a bar code will be affixed to the back of the card. The Library will log the bar code and faculty into the system, terminating the Affiliate Faculty status at the time identified on the card. A photo ID will be required in addition to the Affiliate Faculty paper card for use of the Library.