



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.1281  
DIVISION: Academic Affairs  
TITLE: Affiliated Faculty/Professional Staff  
DATE: October 12, 2015  
REVISED: March 7, 2022  
AUTHORIZED BY: Robert Fischer, Provost and Vice President for Academic Affairs

### **I. Purpose and Scope**

Western Kentucky University (WKU) benefits from the existence and work of diverse non-degree granting units (e.g., centers, institutes, clinics, museums) in contributing to the research/creative activity, service, and outreach dimensions of the institutional mission. In addition, these units offer faculty and professional staff the opportunity to form synergistic partnerships across disciplinary and departmental lines. This policy establishes a general framework for the appointment of Affiliated Faculty/Professional Staff; it is expected that individual units will develop specific criteria for appointment consistent with their individual mission and intent.

### **II. Policy**

Definition: A “supervisory official” is the individual, at the level of dean or higher, to whom the non-degree-granting unit reports.

1. The opportunity to appoint Affiliated Faculty/Professional Staff is open to any Board of Regents approved non-degree granting unit. Adjunct appointments, both of WKU faculty and of non-WKU personnel, to academic units are addressed in WKU Policy 1.127V.
2. All full-time faculty, part-time faculty, and full-time professional staff at WKU are eligible to become affiliates of units in II.1 above. To be appointed as Affiliated Faculty/Professional Staff, a faculty/staff member should have disciplinary expertise and experience that is relevant to and has the potential to advance the mission and work of the unit to which they are appointed.
3. Appointment as Affiliated Faculty/Professional Staff is without pay and shall be for a stated period not to exceed five years and ending on a date of June 30. Such appointments may be renewed; however, in the absence of explicit renewal they shall

terminate upon expiration of the stated period of appointment without notification of nonrenewal.

4. At the discretion of the Director of the appointing unit, and with approval of the supervisory official, Affiliated Faculty/Professional Staff may be eligible to apply for/receive certain considerations by virtue of their appointment; such considerations might include professional development or travel funds, office and/or research space, or other forms of recognition as a contributing member of the unit.
5. Additional rights and privileges of Affiliated Faculty/Professional Staff, including the extent of participation and voting rights in unit planning and decision-making, are to be determined and clearly articulated by the appointing unit. These rights and privileges, however, must be consistent with and cannot supersede the limits of rights and privileges established in the Faculty Handbook or other university, college, or departmental guiding documents.
6. Responsibilities and expectations of Affiliated Faculty/Professional Staff are to be determined and clearly articulated by the appointing unit at the time of appointment.

### **III. Procedure**

1. A unit interested in appointing faculty or staff affiliates shall develop a set of criteria and processes for appointment. This set of criteria should include requisite professional training and expertise, relevant skills and experience, and expectations following appointment. These criteria must be approved by the supervisory official for that unit.
2. The appointing unit may then solicit applications or nominations for affiliate candidates; the opportunity to nominate individuals for affiliate appointment may be open or restricted to individuals from within the unit, as desired.
3. Candidates for affiliate status will be evaluated through a peer-review process established by the appointing unit and clearly articulated both in the document in III.1 above and at the time applications and nominations are announced.
4. Each candidate's application materials, along with a recommendation for appointment/non-appointment, shall be forwarded to the supervising Director, who in turn will develop and append their own evaluation/recommendation before forwarding all materials through the supervisory official.
5. The supervisory official will make a determination on appointment/non-appointment and inform both the unit and the candidate. This decision is final.

### **IV. Related Policies**

1.127V Adjunct Faculty

## **V. Reason for Revision**

March 2022

Non-substantive changes resulting from fifth-year review in accordance with Policy 0.000V.