

Policies of the University of North Texas at Dallas	Chapter 06 Faculty Affairs
6.023 Faculty Appointments – Affiliate Faculty	

Policy Statement. The University of North Texas at Dallas may appoint affiliate faculty as a supplement to its full-time and part-time faculty in order to fulfill its educational mission. Affiliate faculty members bring professional expertise and experience that enhances the educational experience of students.

Application of Policy. This policy applies to all affiliate faculty.

Definition.

Affiliate faculty member. “Affiliate faculty member” means an individual who is not employed by the University of North Texas at Dallas, who does not receive compensation from the University of North Texas at Dallas, who performs educational functions furthering the educational mission of the University of North Texas at Dallas, and who receives a faculty appointment in accordance with this policy. Educational functions performed by affiliate faculty members might include, for example, mentoring, skills-related instruction, supervising student externs, and providing supervision and mentoring for clinical students.

Procedures and Responsibilities.

1. The Dean of the appropriate School or College shall maintain a file with the academic credentials of each affiliate faculty member who is appointed under the provisions of this policy. This file shall contain a current curriculum vita, official transcripts from the institution awarding the two highest degrees held by the individual, and a written and signed appointment form. These documents should be obtained prior to the first day of class.
2. Orientation of affiliate faculty members shall be the responsibility of the Dean or designee.
3. Affiliate faculty members shall be evaluated annually and re-appointed in subsequent years only upon satisfactory performance.
4. Affiliate faculty members are subject to a criminal history background check. Successful passing of the background check is a requirement for appointment as affiliate faculty member. In addition, affiliate faculty members must be able to document that they are eligible to work in the United States under the laws of the Immigration and Naturalization Service.

Qualifications and Terms of Appointment

Affiliate faculty members must have a terminal degree relevant to the areas in which they are providing instruction or educational functions. Appointment as an affiliate faculty member is for a term of two (2) years and may be renewed based upon the needs of the University.

Approved: 1/19/2016

Effective: 1/19/2016

Revised: