

## **Arts & Sciences Guidelines on Affiliated Faculty Appointments**

**Background:** This document defines the roles and responsibilities of tenure-track faculty who are granted titles in departments or programs outside of their primary or joint appointments. Academic appointments in Arts & Sciences for tenured and tenure-track faculty fall within a range of appointment types:

1. Standard Appointments
  - a. Primary Appointment
  - b. Joint (Secondary) Appointment
2. Affiliated Appointments
  - a. Courtesy Affiliation
  - b. Voting Affiliation

Primary and joint appointments represent roles which include all or a portion of a faculty member's total effort (FTE) and base salary. Joint appointments are governed by the Arts & Sciences and Washington University policies on joint appointments. Affiliated Appointments governed by this document include Voting Affiliations and Courtesy Affiliations.

### **Courtesy Affiliation:**

**Purpose:** A courtesy affiliation is without salary or specific duties and is granted to help foster interdisciplinary interaction and provide our students with broader exposure to the faculty across the university. The involvement of courtesy faculty in the life of the host department or program adds further dimension and perspectives to the intellectual pursuit of both faculty and students in the unit.

**Eligibility:** A candidate for a courtesy affiliation normally must be a tenure-track or tenured assistant, associate, or full professor, in good standing, with a primary appointment at Washington University. (Courtesy titles for individuals not employed by Washington University fall under the A&S policy on Honorary Appointments.)

**Rank:** The courtesy affiliation title will be commensurate with the candidate's current professorial rank in his/her primary unit. The rank ordinarily changes in accordance with promotion of the professor in the primary unit. The title will appear in official appointment documentation with the status indicated parenthetically, e.g., "Associate Professor of DEPARTMENT (Courtesy Affiliation)".

**Responsibilities:** A courtesy affiliation warrants no specific duties, although, as with any WU faculty, courtesy faculty may advise students or cross-list courses with the host unit.

**Process:** The host department/program may establish internal guidelines in its bylaws for the selection and approval of courtesy candidates by the unit's faculty. Otherwise, the process is assumed to fall under the discretion of the unit's chair/director. The host unit must seek the written approval of the candidate's primary department chair (or school dean) as well as the approval of the dean of the Faculty of Arts & Sciences for the initial appointment. See the attached form.

**Term:** Courtesy affiliations are granted normally for an academic-year term and may be presumed to renew annually, subject to the review and rescission by the courtesy professor's primary department or school (and joint unit where applicable) and by the host department or program.

Once the initial appointment is approved, the title may be rescinded at any time by written request from the courtesy professor, the hosting unit, or the primary department, with approval from the dean of the Faculty of Arts & Sciences.

### **Voting Affiliation:**

Purpose: A voting affiliation appointment in a department or program is without salary or a formal share of appointment effort but signifies a greater level of responsibility and involvement in the governance of the unit than a courtesy affiliation appointment. It is intended for colleagues who share both the academic background and the deep commitment to the welfare of the host unit.

Voting affiliations in other departments or programs widen the perspective and experience of the voting faculty in the host unit and foster expanded collegiality. These appointments recognize interdepartmental involvement in departmental processes by qualified faculty who share scholarly disciplines. Professors with voting affiliations augment the voting faculty in smaller departments and programs.

Eligibility: A candidate for voting affiliation normally must be a tenured associate or full professor, in good standing, with a primary appointment and tenure in Arts & Sciences. Consideration can be given to tenured associate or full professors in other schools at Washington University. In special circumstances, untenured assistant professors may be considered; however, the voting privileges for that rank preclude participation in matters involving tenure and promotion.

Rank: The voting affiliation title will be commensurate with the candidate's current professorial rank in his/her primary unit. The rank ordinarily changes in accordance with promotion of the professor in the primary unit. The title will appear in official appointment documentation with the status indicated parenthetically, e.g., "Associate Professor of DEPARTMENT (Voting Affiliation)".

Responsibilities: Voting affiliations convey certain voting and administrative privileges to the appointee, commensurate with her or his rank, within the host department or program. It does not, however, convey voting membership in the Faculty of Arts & Sciences for affiliated faculty from other schools. An affiliated faculty appointment does not include any specific expectation for teaching, advising, or service duties, which are components of a joint appointment, and no portion of the affiliate's job effort or salary budget will be apportioned to the host unit. By mutual agreement between the affiliated professor and the host unit, the affiliated professor may mentor or advise students, [cross-] list courses with the host unit, and serve on committees. The department or program must specify the level and range voting privileges at the time of appointment (tenure, hiring, chair, curriculum), either through internal documentation (e.g. bylaws) or with a memorandum to the affiliated faculty expressing the extent of participation in departmental governance.

Substitution of Duties: While a professor with a voting affiliation may provide teaching or service to the host unit, any impact of this effort on the Professor's primary and/or joint unit needs to be agreed upon in advance between the affected departments. The needs of an affiliated professor's primary (and joint, where applicable) department/program normally take precedence.

Process: The host department/program may establish internal guidelines in its bylaws for the selection and approval of affiliated candidates by the unit's faculty. Otherwise, the process is assumed to fall under the discretion of the unit's chair/director, with the endorsement of the

majority of the voting, tenured faculty in the unit. Initial appointment requires written approval of the Dean of the Faculty of Arts & Sciences, the candidate's primary department chair/director, and the host unit chair/director [and outside school dean, if applicable]. See attached form. The request must clearly delineate the extent of the candidate's expected involvement in the host unit.

Term: Affiliated appointments are granted normally for an academic-year term and may be presumed to renew annually, subject to the review and rescission by the affiliated professor's primary department or school (and joint unit where applicable) and by the host department or program. Once the initial appointment is approved, the title may be rescinded at any time by written request from the affiliated professor, the hosting unit, or the primary department, with approval from the dean of the Faculty of Arts & Sciences.

Guidelines approved by Faculty Council March 20, 2017.

**FORM: Request for a Courtesy Affiliation in Arts & Sciences (v.2017 1.01)**

A courtesy title is without salary or specific duties and is granted to help foster interdisciplinary interaction and provide our students with broader exposure to the faculty across the university. The involvement of courtesy faculty in the life of the host department adds further dimension and perspectives to the intellectual pursuit of both faculty and students in the department. Courtesy titles are granted normally for an academic-year term and may be presumed to renew annually, subject to review and rescission by the prime department, the host department, or the faculty member.

**faculty information:**

nominee name:

primary title:

primary department:

requested courtesy title:

effective date of request:

rationale for request:

**requested by:**

host chair/director (PRINT NAME):

Host department/program:

date of request:

Chair/director signature:

**approved by:**

Prime chair/director OR dean (PRINT NAME):

Prime chair/director OR dean DEPT/TITLE:

Prime chair/director OR dean SIGNATURE:

date:

**authorized by:**

Dean of Arts & Sciences signature:

date:

**FORM: Request for a Voting Affiliation in Arts & Sciences (v.2017 1.01)**

An appointment as a professor with a voting affiliation in a department or program signifies a greater level of responsibility and involvement in the governance of the unit than a courtesy title. It is intended for colleagues who share both the academic background and the deep commitment for the welfare of the host unit. Affiliated professors from other departments/programs widen the perspective and experience of the voting faculty in the host unit and foster collegiality. These appointments recognize interdepartmental involvement in departmental processes by qualified faculty who share scholarly disciplines. Voting affiliations are granted normally for an academic-year term and may be presumed to renew annually, subject to review and rescission by the prime department, the host department, or the faculty member.

**faculty information:**

nominee name:

primary title:

primary department:

requested courtesy title:

effective date of request:

rationale for request:

nominee's proposed extent of involvement in unit:

**requested by:**

host chair/director (PRINT name):

Host department/program:

date of request:

Chair/director signature:

**approved by:**

Prime chair/director OR dean (PRINT NAME):

Prime chair/director OR dean DEPT/TITLE:

Prime chair/director OR dean SIGNATURE:

date:

**authorized by:**

Dean of Arts & Sciences signature:

date: