

Policy Title: Affiliate Faculty

Policy Number: BU-PP 724

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Responsible Executive: Provost

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Responsible Office: Provost

Affiliate Faculty BU-PP 724

Policy Statement

An affiliate faculty appointment is a courtesy relationship between Baylor and a person who is typically employed by another college, university, institution, or business. The title and position of an affiliate faculty appointment is not an employment relationship with Baylor. The appointment connects the Affiliate Faculty member to a particular Baylor department or academic unit based on merit and expertise of the faculty member and is beneficial to the Baylor academic unit. The Affiliate Faculty member and hosting department or academic unit are subject to Baylor University policies, as applicable.

Reason for the Policy

This policy sets forth the qualifications, responsibilities, and guidelines for appointment for Affiliate Faculty at Baylor University.

This policy is designed to comply with and be interpreted in a manner consistent with all relevant federal, state, and local laws.

Individuals/Entities Affected by this Policy

Non-Baylor employees who typically serve as faculty at other institutions or businesses and are associated with Baylor under one of the following classifications: Affiliate Research Professor, Affiliate Clinical Professor, Distinguished Affiliate Professor, Visiting Scholar, Ministry Guidance Supervisor, or Field Supervisor.

Exclusions

Current Baylor faculty who may be described as “affiliated Baylor faculty” for purposes of teaching or other duties with a unit of the institution other than unit to which they have an active faculty appointment.

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All other individuals including Baylor faculty, staff, students, and contractors.

Individuals who are merely visiting common areas at the University

University invited speakers/guest lecturers who provide speeches/guest lectures that are open to the University community or public or to University classes

Related Documents and Forms

University Policies and Documents

BUPP 721 [Intellectual Property](#)

BUPP 722 [Policy on University Distinguished Professors at Baylor University](#)

Other Documents

State or Federal law

Regulations

Definitions

These definitions apply to terms as they are used in this policy.

Affiliate Faculty	The designation “affiliate faculty” identifies a nonemployment relationship between an individual who is typically a faculty member at an institution other than Baylor or an employee of a business. The affiliated faculty member contributes to the mission of Baylor University in a collaborative or observational manner.
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Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Office of the Provost	254-710-3601	https://www.baylor.edu/provost/

Principles

- A. Not Employment: Affiliate appointments are not employment relationships. No employment relationship, agency, partnership, or joint venture is expressed or implied with an affiliate appointment. As such, an affiliate faculty member has no authority and shall not hold him or herself out as having authority to bind Baylor and affiliate faculty shall not make any agreements or representations on Baylor’s behalf without Baylor’s prior written consent.

1. Affiliate faculty candidates will be subject to the standard University credentialing process.

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2. Affiliate faculty candidates will be reviewed according to standard University procedures for restricted party screening; affiliate appointments may be subject to the outcome of such screening.
 3. An affiliate faculty member may not serve as principal investigator or co-investigator of any project with external funding or regulatory approval.
- B. Financial Support: Affiliate faculty do not receive financial support from the University for their effort beyond any agreed travel and/or expense reimbursement and/or honoraria, where appropriate and applicable. Baylor sponsoring units should consult with appropriate university offices about any possible additional restrictions on international affiliate faculty.
- C. Not Contractual: This Policy does not constitute or create a contractual obligation on behalf of the University toward, or with, any affiliated faculty or their hosting institutions. Affiliate faculty appointments may be revoked by the University at any time at the University's discretion without cause and without notice.
- D. Visas: Baylor does not sponsor employment visas for affiliate faculty as they are not employees. Affiliate faculty are responsible for ensuring that they have the proper authorizations and paperwork to engage in affiliate activities inside the U.S.
- E. Access and Supports: Affiliate faculty may be granted access to University facilities in accordance with Baylor policies. At the discretion of Baylor HR and the home academic unit, affiliate faculty members may be eligible for University I.D. cards, faculty rates for athletic tickets, access to the Student Life Center (Waco campus), faculty parking permits, and usage of the faculty dining center (Waco campus). They do not participate in the tuition fee waiver program or any other Baylor employee benefits.
- F. Libraries: Affiliate faculty may be granted access to University library resources including books, periodicals, electronic materials, and databases in accordance with Baylor policies and applicable contract or subscription requirements governing use of the resources. Access will vary by affiliate title designation and work expectations. Use of Baylor University Libraries resources is restricted to work directly related to supervision/observation of students and may not be used for commercial or private practice.
- G. Technology: Affiliate faculty may be granted access to technology resources including software licenses in accordance with Baylor policies and applicable contract or subscription requirements governing use of the resources. Access will vary by affiliate title designation and work expectations. Information Technology will maintain and publish a guidelines document detailing access available for each affiliate title designation.

- H. Separate Employment: As a general rule, a faculty member holding an affiliate appointment may not teach courses or perform other services for the University. However, with written permission of the Office of the Provost and Human Resources, an affiliate faculty member may also be employed in accordance with Baylor's policy on Adjunct Faculty and the processing must be in advance of the affiliate faculty member's performing any employment work for Baylor.
- I. Appointment Letter: All affiliate faculty appointments will be made in writing with the template approved by the Office of the Provost.
- J. Length of Appointment: Although not contractual periods of time, affiliate faculty appointments ordinarily continue for three years or less. They may be renewed in accordance with this policy.
- K. Title: The title of an affiliate faculty member is determined in accordance with the contribution that the individual is expected to make to the academic unit and the titles identified in this Policy.
- L. Voting: Affiliate faculty do not have voting rights in their respective academic units and will not participate in the evaluation or review of Baylor faculty.
- M. Law and Policy: Faculty who hold affiliate faculty appointments are subject to and shall comply with law, as well as the policies and procedures of the academic unit and the University. This includes but is not limited to compliance with Baylor's policies relating to treatment of Baylor employees and students to include but not limited to the *Sexual and Interpersonal Misconduct Policy* (Title IX Policy), Family Educational Rights and Privacy Act (FERPA) policy, Export Control laws and policies, and policies governing health and safety, firearms on campus, drug-free, alcohol-free, and smoke-free campus, and use of Baylor's facilities and supplies, as well as information technology, equipment, networks, and other resources, as applicable.
- N. Insurance: The affiliate faculty member will maintain his or her own insurance or be fully insured by their employer. As the affiliate faculty member is not a Baylor employee, he or she is not insured by Baylor as he or she is not in the "course and scope" of duties at Baylor.
- O. Intellectual Property: Affiliate faculty will comply with Baylor policy on Intellectual Property.
- P. Confidentiality: A primary reason for the affiliate faculty member's presence on or interaction with the campus is the fluid interaction between the affiliate faculty member and the Baylor research community, including faculty, researchers, library professionals, and, as appropriate, students. Accordingly, the majority of the interaction involves the sharing of data that are not confidential to either Baylor or the affiliate faculty member; examples of non-confidential information include (1)

is public knowledge at the start of the affiliate faculty appointment or subsequently becomes such through no breach of this policy; (2) is rightfully in the affiliate faculty member's possession prior to disclosure as shown by his or her written records; (3) is independently developed by or for the recipient without the use of Confidential Information received from Baylor, or (4) is required to be disclosed by governmental audit or Baylor's contractual requirement, or other applicable law. During the appointment, the affiliate faculty member may receive or be exposed to information or material that Baylor considers proprietary and that it wishes to be held in confidence. Therefore, "Confidential Information" means nonpublic information that is identified or designated as being confidential or that, in light of the circumstances under which it was disclosed, whether oral or written, is reasonably apparent to the affiliate faculty member to be considered confidential or proprietary by Baylor. "Confidential Information" includes, without limitation, information that may be contained in materials such as drawings, plans, programs, software, codifications, models, data, specifications, reports, and compilations and may also be in the nature of unwritten knowledge and know-how. Confidential Information also includes information about potentially patentable discoveries before filing and publishing patent applications relating to those discoveries. Except as required by law, affiliate faculty will receive and hold such Confidential Information to prevent its disclosure to third parties. This obligation will continue in effect for three (3) years after the affiliate faculty appointment ends unless waived in writing by Baylor at the Dean or above level.

Appointment Title

- A. Distinguished Affiliate Professor – affiliate faculty member whose professional and/or academic qualifications are equivalent to those of Distinguished or University Professors at Baylor.
- B. Affiliate Research Professor – affiliate faculty member whose primary collaboration and/or observation is in the realm of research.
- C. Visiting Scholar/ Visiting Scientist/ Visiting Research Fellow – affiliate faculty member who will be in academic residence for a specific period of time whose primary collaboration and/or observation could be in the realm of research, scholarship, or instruction.
- D. Affiliate Clinical Professor – affiliate faculty member whose primary collaboration and/or observation is in the realm of professional practice.
- E. Ministry Guidance Supervisor – affiliate faculty member whose primary collaboration and/or observation is with students involved in ministerial internship experiences.

- F. Field Supervisor – affiliate faculty member whose primary collaboration and/or observation is with students involved in experiential learning.

Procedures

- A. A request for an affiliate faculty appointment shall be submitted to the department chair or academic dean (in those schools not having departments), or the chair (or dean in schools not having departments) may initiate the process for a given appointment.
- B. The department wishing to affiliate with a faculty appointment must contact other University departments for certain types of affiliations as follows:
1. Visiting international scholars **must also** apply through the International Student and Scholar Services (ISSS) in the Center for Global Engagement.
 2. Visiting Scientist appointments have additional requirements, and the Office of the Vice Provost for Research **must be** contacted regarding these appointments.
 3. Visiting Research Fellows have additional requirements, and the Office of Provost **must be** contacted regarding the appointment document.
 4. Ministry Guidance Supervisors and Field Supervisors have additional requirements, and the Office of General Counsel **must be** contacted regarding these appointments.
- C. The application shall include: 1) the individual's name; 2) the requested faculty title the justification for the appointment including anticipated contributions to the department; 3) the individual's current title(s), position(s), and/or affiliation(s) that are pertinent to the appointment sought at Baylor; 4) degrees held and/or qualifying experience and/or expertise; 5 a current *curriculum vitae*.
- D. The application must be approved by a positive vote of the departmental faculty to affirm the affiliation.
- E. If affiliation not initiated by a dean is affirmed, the chair shall send the application and all materials to the dean for approval. In this instance, the dean will review the application and materials, make a determination, and respond directly to the chair via email as to his or her approval or denial of affiliation.
- F. If the dean approves the affiliation, the chair (or dean) shall send a letter of appointment using the established templates adding any necessary additional conditions to the affiliate faculty member with copies to the dean (when relevant), the Vice Provost for Faculty Affairs (or designee), and the Human Resources Consultant for the unit.

- G. For reappointment following the conclusion of the original appointment, the applicant should submit an updated *curriculum vitae* and information documenting her or his involvement with the department during the previous three years and steps C through E should be repeated.