

UNIVERSITY OF BALTIMORE AFFILIATE FACULTY POLICY

Approved by UFS 8/15/12
Approved by AG's Office 9/7/12
Approved by President 9/14/12

An affiliate faculty title is used to recognize the affiliation of a faculty member or a member of the professional staff with an academic department, program or center when that individual's appointment and salary lie in another department of the institution.

The appointment will be made upon the recommendation of the faculty of the department, and at a level commensurate with the appointee's qualifications, consistent with standards established for regular tenure-track faculty, although tenure cannot be earned on an affiliated appointment. An affiliate appointment does not confer voting rights within a program, division, or college. Titles that may be used are:

Affiliate Lecturer
Affiliate Assistant Professor
Affiliate Associate Professor
Affiliate Professor

Affiliate faculty appointments are made for a term of three years and are renewable.

Affiliate faculty may receive overload adjunct contract(s) unless teaching is an expectation specified in their job duties and included in their professional appointment letter or job description.

PROCEDURES

A request may be made to the relevant department/division on behalf of a non-faculty employee who teaches in an adjunct capacity. The request can be initiated by the candidate or by the head of the unit within which the candidate holds his/her professional staff appointment.

- I. The department/division makes a formal request to the dean. The request to the dean shall include:
 1. Originator's request in writing. If the originator is other than the affiliate faculty candidate, the candidate must sign the request approving its submission;
 2. Report by the department/division faculty;
 3. Recommendation letter by the department/division chair;
 4. Documentation of the candidate's qualifications for such an appointment:
 - a. Evidence of scholarly contribution;
 - b. Evidence of effective teaching;
 - c. Evidence of participation in university service activities;

- d. Original transcript for terminal degree or highest degree conferred must be confirmed to be on file in the Office of Human Resources, which keeps the official files for adjunct faculty.
 - e. Current signed Vita
- II. The dean will review the request and forward a letter of recommendation to the provost along with the appropriate supporting documentation noted in II.1.-4. above.
- III. The provost will review the request and issue a decision within 20 working days. A letter will be sent to the candidate notifying him/her of the provost's decision. Copies will go to the dean, department/division chair, and the Office of Human Resources
- IV. The provost's decision is final.