

## Procedures for Affiliated Appointments and Non-Salaried Appointments

### **Affiliated Appointments**

The terms and conditions of the appointment with the candidate's CV are circulated to the faculty at the same rank or above in the both the primary and secondary departments. Faculty will vote (for, against or abstaining) on the proposed affiliation.

Dept. Chair or Unit Director writes a memo (sample A) to the Dean(s) or Provost (as appropriate) requesting the affiliated appointment and secures the signature of the candidate and the Chair of the primary department. Complete package including faculty vote and candidate's CV is sent to the Dean or Provost.

When the affiliation requires a Dean's endorsement, the Dean writes a cover memo to the Provost with his/her recommendation.

Provost sends a memo to candidate approving or disapproving the proposed affiliation.

### **Non-Salaried Appointments**

Form requesting the non-salaried appointment (Sample B) is submitted with attachments to the Dean or Provost (as appropriate). If approved, the Dean or Provost will issue a letter of offer to candidate. If candidate accepts, Dean or Provost's Personnel Officer enters candidate into PeopleSoft for appropriate access to campus facilities.

**Please submit requests for non-salaried or affiliated appointments to the Dean or Provost's Office (as appropriate) six weeks in advance to permit sufficient time for a full review and if approved, processing of the appointment.**

Note:

For those situations not covered by the above instructions, please contact your Dean or the Provost's Office for guidance.

10/12/04