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Title-of-Issue: Affiliate Faculty Appointments to Research Centers

Description: Development of an 'Affiliate Faculty Appointments to Research Centers' Policy

Rationale: The purpose of this policy is to establish a university policy for affiliate faculty appointments to a research center at Old Dominion University. A draft policy is emailed to jmoody@odu.edu

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Affiliate Faculty Appointments to Research Centers

Policy Statement and Purpose

The purpose of this policy is to establish a university policy for affiliate faculty appointments to a research center at Old Dominion University.

Affiliate faculty appointments may be considered for individuals who, by virtue of their expertise, are deemed capable of making a significant contribution to a research program at a research center. Such contributions will focus on cross-disciplinary collaborations through joint grant applications, publications, and student supervision. Additional contributions may include giving occasional lectures or acting as preceptor to students during field work, clinical rotations, or residencies. Affiliate faculty appointments may be made available to persons outside the university, to faculty who hold primary appointments in other departments or schools of the university, or to persons who hold university and academic professional positions in the university or hospital affiliates. Affiliate faculty appointments formally recognize volunteer (unpaid) contributions to a program and are subject to the Visiting Scholar/ Volunteer Policy.

The research center will consider affiliate faculty appointments for individuals who, based on the merits of the applicant, wish to contribute to the training of next generation researchers and students in our state-of-the-art facility or make other significant contributions to the research and research training missions of the university.

Noncompliance with this policy will be handled through the T&R Faculty Handbook (e.g. Policy #1002, Code of Ethics).

The following persons will be made aware to the Affiliate Policy set forth by the Research Center:

- Vice President of Research (VPR)
- Provost
- Dean
- Department Chair
- Administrators with management responsibilities
- Faculty
- University and academic professionals

Policy Specifics and Procedures

Types of Affiliate Faculty Appointments

There are two types of affiliate faculty appointments: Internal and External. Each type of appointment may involve research and/or teaching.

Affiliate Faculty Appointments to Research Centers

a. Internal Affiliate Faculty Appointments

Internal affiliate faculty appointments will be considered for ODU employees who establish a voluntary (unpaid) affiliation with a research center. Those holding internal affiliate status, with appropriate qualifications and with the consent of their affiliated department or unit, may be authorized to teach and/or to direct master's and doctoral theses in a research center, to be listed on the faculty of the research center and to serve on its committees.

b. External Affiliate Faculty Appointments

External affiliate faculty appointments will be considered for professionals not already employed by ODU. Examples include professional practitioners who provide direct supervision/field instruction to students during practicum and clinical experiences in community-based agencies, clinics, and private offices. Those holding external affiliate status, with appropriate qualifications and with the consent of their affiliated department or unit, may be authorized to teach and/or to direct master's and doctoral theses in a research center, to be listed on the faculty of the research center and serve on its committees. External affiliate faculty may not chair thesis and dissertation committees.

For both types of appointment, active research will be dependent on funding bought in by affiliate faculty and/or funding available in the Center.

Process of Appointment

a. Existing university faculty may seek out candidates and invite their interest. The candidate must submit a formal application to the Director of the Center requesting affiliation. The center Director shall present the application to the Executive Committee and the Research Advisory Committee and together, they will exercise their best judgment in deciding what constitutes a "significant contribution" to the Center.

b. Documentation constituting a formal application:

- A brief cover letter, expressing why s/he'd like to do this, mentioning students, overlapping research interests with center/specific faculty, access to core facilities, etc. and the benefit to the center (advising and supporting students, IDC contribution, collaborative research efforts including grant submissions, etc.)
- Current CV
- Departmental or Institutional Memo/Letter of Endorsement

Affiliate Faculty Appointments to Research Centers

Term of Appointment

Continuing Term Appointment

Continuing affiliate appointments have a fixed beginning and open ending dates. The appointment is made with the provision that it will continue, without specific term, until terminated by resignation, appropriate notice of non-renewal or non-continuation for cause, for the convenience of the department or unit, or by action of the university's president and/or Board of Visitors.

Continuing appointments must be reviewed by the center annually but no later than June 1 for determination as to whether the appointment is or is not continued. If it is decided that the affiliate faculty appointment is not to be continued, then by June 30 of the same year, the center director informs the VPR in writing. The center director also notifies the affiliate faculty member, department chair, and dean that the faculty affiliate appointment is not being continued.

c. Termination of Affiliate Appointment

The center and the affiliate appointee both reserve the right to terminate the affiliate faculty appointment at any time. The Center Director forwards their recommendation to the VPR.

Faculty Rank

Affiliate faculty are assigned one of the following faculty ranks. When appropriate to the duties assigned, modifiers (for example, "clinical professor" or "research associate professor") may be used.

- Research assistant
- Research associate
- Instructor
- Assistant professor
- Associate professor
- Professor

Basic Criteria for Affiliate Appointments

Subject to the requirements for affiliate faculty appointments articulated in the Policy Statement and Purpose section, the center will determine the criteria for affiliate appointments, as appropriate to research, scholarship, and service within the center.

Center Privileges

An affiliate faculty member may be eligible to receive access to Center Facilities, Networked Resources, and associated privileges, such as purchasing parking permits, email, using library services and joining recreational facilities as appropriate.

Affiliate Faculty Appointments to Research Centers

An affiliate faculty member may be a co-investigator on sponsored research activities with prior written permission from the department in which they are appointed as an external affiliate faculty and with the concurrence of the ODU director of sponsored programs administration. Successful completion of all research compliances (e.g., protection of human research subjects, appropriate biosafety, and animal handling CITI course completion) is required where necessary.

Database of Affiliate Faculty Appointments and Maintenance of Current Affiliate Information

Upon implementation of this policy and annually thereafter, CBE will review and enter external affiliate faculty information into the HR Banner System in accordance with the established procedures.

Policies and Procedures for Affiliate Faculty at research centers at Old Dominion University

ELIGIBILITY

1. Affiliate faculty status is granted only to faculty who are already employed by a public or private university.
2. Minimum requirements for affiliate status are: current full-time faculty or professional staff status at a public or private university or hospitals with a terminal degree in one's scientific discipline.
3. The Center Director will recommend the appointee to the VPR who in turn will make a recommendation to the Provost for approval.
4. The appointment of the affiliate faculty member will be for a one-year renewable term. The appointment will be at the rank already held by the appointee in the case of faculty members. Where the individual does not already have a professorial rank, the appointment will be at a level commensurate with his or her qualifications, consistent with standards established for regular tenure track faculty.
5. Tenure cannot be earned on an affiliate appointment nor can affiliate faculty members receive any portion of their University salary from the affiliated department or program.

PROCEDURES

1. An applicant for affiliate status should submit a vita and a brief statement of interest to the Director of the Center. The application will be reviewed by the center's Executive Committee and the Research Advisory Committee, who will vote on the appropriateness of granting affiliation. (Coordinating Committee members will recuse themselves from review of their own applications.)
2. The faculty member will be informed of all responsibilities to and benefits of association with the center as they relate to research, and opportunities for intellectual development.
3. The Center Director will send a letter recommending appointment to the respective VPRs, Dean or hospital administrator and to the Provost. If the appointment is approved, the Provost will send an appointment letter to the affiliate faculty member with a copy to the Director of the Center, and a copy to the affiliate faculty's main department.

RESPONSIBILITIES OF AFFILIATE FACULTY

There are multiple ways in which affiliate faculty can serve the research community. Since the term of affiliation is two years, the responsibilities and options outlined below are to be fulfilled during the two-year period.

Affiliate faculty will be expected to participate in the following ways:

1. Research proposal development.
2. Engagement in research activity and mentor students and trainees.
3. Service on center committees when possible.

RESPONSIBILITIES OF CBE PROGRAM

The center will provide the following services for affiliate faculty:

Orientation: Affiliate faculty will receive orientation concerning the center and governance.

Support Services for the Center

Affiliate faculty will receive support services as feasible, such as photocopying related to research.

Records

1. The center will keep a current vita file on all affiliate faculty.
2. The center will keep accurate records concerning a faculty member's affiliate status and will inform all affiliates about renewing their status with the Program.