

## **Assigning Affiliate Relationships in HRMS (known as Without Salary Appointments prior to April, 2015)**

The following guidelines are for use when appointing individuals when their Affiliate appointment is the person's primary relationship with the University. Use these guidelines in determining when an Affiliate appointment is appropriate and permissible, in deciding which classification is to be used in making the appointment, what privileges/benefits accompany the appointment, and in developing a plan for departments around these appointments. These guidelines are given to provide for consistency in the use and treatment of Affiliate faculty and academic professional appointments, and to assure a differentiation of Affiliate professorial rank (professor, associate professor, assistant professor, or instructor) appointments from those appointments where use of the professional rank title without the use of a prefix is permitted. Regular, temporary and visiting appointments are excluded from coverage under these guidelines.

### **Overview**

Affiliate status is appropriate:

- only for job codes 94XX, 9621-25, 97XX, and 9994-9997, 9554, 9555, 9556, 9559, 9568, 9569, 9582, 9583, *and*
- when an individual in an unpaid role in *instruction, research, or certain other services* brings expertise to the University that supplements the work done by employees.

Specific criteria for determining whether an Affiliate designation is appropriate are included below.

<i>Permissible Reasons, by Category</i>
<p><b>Instruction</b></p> <ul style="list-style-type: none"><li>• To provide for a courtesy faculty appointment to individuals who provide teaching effort and who work for an agency or firm with whom a contract for teaching/other professional service is held</li><li>• To indicate a teaching appointment where an external entity is paying for the work (e.g., Naval Science or other military organizations, in which the government pays the salary of the people doing the teaching)</li><li>• To appoint a person (e.g., retiree from a corporation) who is volunteering to teach a course</li><li>• To appoint a person who assists at times with instruction, but does not teach the entire course</li><li>• To appoint individuals who are providing on-the-job instruction and oversight for professionals-in-training</li></ul>
<p><b>Research</b></p> <ul style="list-style-type: none"><li>• To provide a courtesy faculty appointment for a faculty member from another institution who is providing research collaboration and where a contract is entered into with the faculty member's home institution</li><li>• To provide an appointment for research collaborators who are not employees of the University, but who are working in relation with University faculty</li><li>• To provide short-term research-related appointments to international or non-international visitors, often termed <i>visiting scholars</i></li></ul>
<p><b>Other Service</b></p> <ul style="list-style-type: none"><li>• To collaborate on outreach activities</li></ul>

- To serve on the U of M Graduate Faculty as ongoing committee member and/or advisor (9996).
- To serve as a University of Minnesota Regent (9997).
- The spouses or partners of the University of Minnesota President and Chancellors of the coordinate campuses who assist the senior administrators in the official execution of their duties (9994).
- Individuals who work closely with the Minnesota Extension Service programs and do not have an employer/employee relationship with the University of Minnesota (9995).
- Medical Residents and Medical Fellows (9554, 9555, 9556, 9559, 9568, 9569, 9582, 9583)

### New Hires and Terminations

The Affiliate designation should not be used to provide new hires with access to University privileges prior to their official start date. Appointments for these individuals should be placed with a future dated hire row within the Human Resources Management System (HRMS). After their appointment information is entered into Job Data and within 6 months of the official start date, employees can contact the E-mail/Internet Account office through the helpline (1-HELP) to obtain their Internet ID. Should the employee not actually begin the appointment, the department must terminate it.

The Affiliate designation should not be used to establish or maintain a relationship with an individual after an appointment has been terminated, or for personal or political reasons. The title of Honorary (college/department) Fellow, or other title agreed to within the unit, is to be used on a very limited basis to recognize long-standing and/or symbolic relationships with individuals where an appointment would not be considered appropriate. Each college/department would track the individuals granted an honorary title in lieu of an affiliate appointment.

### Additional Resources

[College/Department-Specific Plan for Use of Academic "Without Salary" Appointments](#)

[Privileges/Benefits that Accompany an Academic "Without Salary" Appointment](#)