

A **Faculty Affiliate Appointment** is an unpaid appointment in one USF academic unit for faculty with a primary paid appointment in another USF academic unit. An affiliate appointment may include special academic privileges in the affiliate department/school. This designation should be used for individuals whose credentials would warrant appointment as a member of the faculty and who are or will participate in a meaningful way in one of the affiliated unit's programs. An affiliate faculty member may be appointed for up to 5 years. In all cases, when an affiliate faculty appointment expires, a new affiliate appointment request form must be submitted and approved prior to the start of the new appointment and a new appointment letter issued. Retired or emeritus faculty are not eligible for affiliate appointments.

Name: _____ GEMS ID Number: _____

Primary (home) Department/School ID: _____

Affiliate Department/School ID: _____

Affiliate Appointment Begin Date: _____ End Date: _____

Required: Provide a brief description of the primary purpose of this Affiliate Appointment (400 characters):

Required paperwork: Affiliate offer letter, CV, HR should have all other necessary paperwork.

I certify that the named employee has been given the assignment outlined above and if there is a fundamental change in the relationship I will notify Human Resources. If this employee is later placed on a funded position in the same department as this Affiliate Appointment, Human Resources must be notified, and the Affiliate Appointment must be terminated.

Primary Chair/School Director Print Name Signature Date: _____

Affiliate Chair/School Director Print Name Signature Date: _____

College Dean's Office Approval Print Name Signature Date: _____

* Attach completed form to offer letter when submitting to Human Resources