

COS Affiliate Appointment Process

Scope

As per the Faculty Handbook section 2.1.7 Affiliate Faculty - Faculty with teaching, research, service, or administrative assignments who are not employed by the University may be designated with the honorific title of Affiliate Faculty. Recommendations for Affiliate Faculty appointments are initiated by a local academic unit and must be approved by the Provost. Affiliate Faculty appointments are honorific only and carry no employee status. Affiliates may not receive any type of compensation from the University.

Responsibility

The Requester/Department HR Administrator is responsible for tracking and processing their respective Department's Affiliates. The process includes: obtaining all necessary information, utilizing the *cos.affiliate* folder to process Affiliate Letters, and submitting an EPAF in a timely manner (at least 1 week **PRIOR** to the new/renewal contract begin date). An Affiliate cannot be connected to GMU and continue working without completing the entire process detailed below.

For NEW appointments only: The Requester/Department HR Administrator completes the New Affiliate Request for Information Form and obtains a G#.

For ALL Appointments (new and renewal): Requester/Department HR Administrator sends the following to the COS Office Manager:

- Fully executed Affiliate Letter (see **Processing Affiliate Letters**, below).
- Most recent CV for the Affiliate
 - CV cannot reflect current GMU paid appointment status (Employee, GTA, Adjunct, etc.)
- Affiliate G Number (HR Administrator will obtain the G Number when creating a Banner account for the Affiliate)
- Submitted EPAF Transaction Number (see **2 Processing Affiliate EPAFs**, below)

Processing Affiliate Letters

1. The Requester/Department HR Administrator creates the Affiliate Letter for their Department**
Per the Office of the Provost, the criteria for the letter is as follows:
 - Title is Affiliate Faculty.
 - The term cannot exceed one year (364 days).
 - The Local Academic Unit Administrator (Department HR Administrator) or Academic Dean/Director must sign the offer letter.
 - A signature block should be included on the letter for the Provost.
2. The Requester/Department HR Administrator has the Department Chair/Director sign the letter, then places the letter and CV in the *cos.affiliate / _COS Inbox* folder.
(File name: *Contract [Year]_[Last Name]*)
3. The COS Office Manager sends letter to the Provost for approval/signature.
4. Once signed by the Provost, the COS Office Manager places letter in the respective department's folder *cos.affiliate / [Department]* folder for the Affiliate's signature.
(File name: *Contract [Year]_Provost_[Last Name]*)
5. The Requester/Department HR Administrator sends the letter to the Affiliate candidate for signature and ensures all pages are initialed.
6. The Requester/Department HR Administrator places the fully-executed letter in the *cos.affiliate / _COS Inbox* folder with the following criteria:
(File name: *Contract [Year]_Final_[Last Name]*)
 - Clear copy – letter should not be too dark or slanted
 - Signed letter should be in pdf format
 - Signatures of all parties should be present (Chair/Director, Provost, and Affiliate)
 - Affiliate's initials at the bottom of each page.
7. The COS Office Manager places a copy of the fully executed letter in the shared drive
(*cos.hr/Affiliates*)
8. The COS Office Manager logs each step in the Affiliate Tracking Log on the shared drive.
(*cos.hr/Tracking Logs/Affiliate Tracking list*)

***The COS Office Manager will complete the Affiliate letters for COS Admin, MBAC, Governor's School, LCPS, and STEM.*

Processing Affiliate EPAFs

Once the Affiliate letter has been fully processed:

1. For **new** Affiliates, the Requester/Department HR Administrator creates a Banner account and obtains a G Number.
2. The Requester/Department HR Administrator submits **new** and **renewal** Affiliate appointment EPAFs in Banner for their Departments** with the following criteria:
 - Ensure a fully-executed signed Affiliate letter is on file.
 - Ensure EPAF appointment dates match Affiliate letter dates.
 - Make sure to enter the job end date for each assignment.
 - Once submitted, obtain the transaction number and enter in the details in the Affiliate Tracking Log on the shared drive.
(*cos.hr/Tracking Logs/Affiliate Tracking list*)
3. The Requester/Department HR Administrator submits an EPAF to Terminate Affiliates when appointment no longer needed.

***The COS Office Manager will complete the Affiliate letters for COS Admin, MBAC, Governor's School, LCPS, and STEM.*

Re-Appointments

1. The Requester/Department HR Administrator follows the **Processing Affiliate Letters Steps 1-6** listed above.
 - Require fully executed Affiliate Letter and most current CV.
2. The COS Office Manager completes steps 6-7 listed above.
3. The Requester/Department HR Administrator submits an EPAF for the new appointment (see **Processing Affiliate EPAFs** listed above).

Other Affiliate Processing Tasks

1. VISAs: Maria and the HR Specialist will initiate and coordinate the work authorization (visa) application materials as needed.
2. Transcripts: If required, Requester/Dept. HR Admin will collect and track transcripts for instructional support affiliates to provide HR Specialist who will forward to Provost.

Annual Affiliate Audit

1. Annual Affiliate Audits are completed in July/August each year- Central HR sends the audit notice with an attached spreadsheet of COS Affiliates on file.
2. The COS Office Manager tracks COS Dean's Office Affiliate information.
3. The COS Office Manager reaches out to the COS Department HR Administrators to identify and confirm the Department's Affiliate information.
4. The Department HR Administrators respond to the COS Office Manager to:
 - Confirm whether or not the person should still be an active COS Affiliate.
 - Confirm the validity of the EPAFs: identify and/or confirm the end date of **all** Affiliate appointments.
 - If applicable, submit a termination EPAF for any Affiliates whose appointment should no longer be active.
 - Provide a missing Affiliate Letter, if necessary.
5. The COS Office Manager compiles the list of all COS Affiliates in a spreadsheet in response to queries and/or missing items.
6. The COS Office Manager or HR Specialist completes and returns a spreadsheet for review to Anne Meyer, HRIS Project Assistant, at MSN 3C3 or via e-mail at ameyer9@gmu.edu.