

## Affiliate Appointments

Affiliate faculty appointments allow faculty members to be associated (to hold affiliations) with a department without governance rights or continuing departmental commitment. Affiliations are defined in [Faculty Policies and Procedures ch. 5.13](#). Affiliations may be granted by departmental executive committees, only to probationary and tenured faculty and to academic staff, and only for fixed terms.

### Procedures for Requesting an Affiliate Appointment

Prepare and submit an Affiliation application packet to CALS Human Resources (CALS HR), 240 Agricultural Hall. Packet should include:

- a. Signed cover letter from Chair/Director. Cover letter must include:
    - Detailed explanation of the request, including information about the individual for whom the affiliation is being requested, and the benefit(s) of the relationship/affiliation for the CALS department/unit.
    - Duration of proposed appointment (not to exceed three years)
    - Approval of the department executive committee (or equivalent in non-academic units)
  - b. Current CV for individual
  - c. Draft letter of appointment on department letterhead (followed by an electronic copy to [hr@cals.wisc.edu](mailto:hr@cals.wisc.edu))
2. CALS HR will review. If approved at the division level, an approval will be added to the department/center's cover memo. If approval cannot be granted, communications will occur between CALS HR and department/center.
  3. CALS HR will make an electronic copy of the approved affiliation packet. The originals will be returned to the department/center.
  4. The appointment letter will be finalized and signed by CALS HR. The originals will be returned to the department/center.
  5. Department/center will forward appointment letter to the appointee and will provide an electronic copy of the appointment letter with individual's acceptance signature to CALS HR at [hr@cals.wisc.edu](mailto:hr@cals.wisc.edu). The electronic copy will be added to CALS HR's electronic copy of the affiliation packet.

## **Extension Procedure**

A request for an extension of an Affiliate appointment cannot include a lapse between appointments. The extension request must be for a consecutive period beginning immediately following the end of the individual's previous Affiliate appointment.

To request an extension, follow appointment procedures detailed above, referencing the request as an extension of an Affiliate appointment. An Affiliate extension request requires chair/director, department executive committee (or equivalent in non-academic units), and CALS HR approval.

## **Assistance Needed**

Questions regarding this process, or requests for preliminary guidance or review, should be directed to Dawn Wagner in CALS HR ([dawn.wagner@wisc.edu](mailto:dawn.wagner@wisc.edu)).