

NUMBER: UNIV 2.50
SECTION: University Administration
SUBJECT: Affiliate Appointments
DATE: July 19, 2012
REVISED: October 10, 2016
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: President
Issued by: Office of the President

I. Policy

The University, its campuses, divisions, college/schools, and or departments may recognize an individual as an affiliate of the University and/or a specific unit within the University. This policy has been developed to provide guidance for all University of South Carolina system faculty and staff with the delegated authority to appoint or engage affiliates. Affiliates typically receive privileges associated with their appointments which vary depending on the type and location of the appointment. The University's relationship with each affiliate must be properly established to ensure that the University complies with obligations to the affiliate and to provide a framework for affiliates to clearly understand their rights and roles within the University. Individual colleges may establish affiliate appointment guidelines to augment the University Affiliate policy, but the college guidelines must not contradict the University policy. This policy does not apply to guests who are enrolled in programs offered through Continuing Education and Conferences.

An appointment as a University affiliate may be considered for individuals who, by virtue of their profession, expertise, or unique qualifications will make a significant contribution to the University, its campuses, divisions, colleges/schools, and/or departments. Affiliate appointments may be made in three categories: Academic, Non-Academic, or Student. Affiliate appointments may be made to individuals who are *not* otherwise affiliated with the University or to *faculty or staff currently employed* at USC who are being recognized for their contributions in an area beyond their primary responsibilities.

A. Definitions

1. Sponsoring Unit

The term "sponsoring unit" is used throughout this policy to refer to the campus, division, college, academic or administrative department or unit sponsoring the University affiliate appointment. Sponsoring units are responsible for determining which privileges may be afforded to each affiliate, depending on the relationship of the affiliate.

2. Types of Affiliates

a. Academic Affiliates

Academic affiliates are non-salaried individuals sponsored by an academic unit who volunteer and are allowed to perform specific activities related to instructional programs. Affiliate appointments are uncompensated University appointments and persons holding affiliate appointments earn no credit toward tenure. Academic affiliates must be approved by the director of the sponsoring unit and the college/school dean or division head as appropriate.

Academic affiliate status may be used to provide pending hires access to University privileges prior to their official date of employment.

Academic affiliate appointments may be made to individuals who hold primary appointments in other departments or schools of the University system to formally recognize their contributions to a program outside their home department.

b. Non-Academic Affiliates

Non-academic affiliates are individuals fulfilling roles related to support services. Non-academic affiliates must be approved by the director of the sponsoring unit, and the campus/college/school dean or division head as appropriate. Examples of non-academic affiliates are as follows:

- i. Affiliate Coach: An individual who has been designated as a volunteer coach.
- ii. Contractor/Vendor Affiliate: An individual who through a formal procurement arrangement or Memorandum of Agreement with the University works on a University campus providing a service including, but not limited to, information technology, food services, the bookstore, or telecommunications.
- iii. Foundation Affiliate: An individual who is employed by the University Foundations for the purpose of fund-raising and is assigned to work on a University campus.
- iv. Health Services Affiliate: An individual who is designated as a volunteer to provide services to such departments as Student Health Center, Campus Recreation, or other health services related departments.

- v. Research Affiliate: An individual who is designated as a volunteer and contributes voluntarily to research pursuant to a sponsored program, project, contract, or grant.
- vi. Campus Minister/Chaplain: An affiliate who has been designated by the Division of Student Affairs as a volunteer to perform official religious activities within a campus based religious program or an official student religious organization.
- vii. ROTC Affiliate: An individual who is employed by the United States armed services and assigned to work on the University campus in the Department of Military Sciences.
- viii. Presidential Affiliate: An individual who is designated as an affiliate by the President.
- ix. Other: An individual who is designated as an affiliate by a campus, division, college, or department.

c. Student Affiliates

Student affiliates are individuals aspiring to become an official USC student who are participating in a program to support their future admission or who are otherwise fulfilling a role aligned with student activities. Student affiliates are not officially enrolled in a college or academic degree program. Appointment as a student affiliate must be approved by the sponsoring unit, the college/school dean or division head as appropriate, and the Division of Student Affairs. Examples of Student Affiliates include Gamecock Gateway students who are not yet enrolled at USC and prospective students who are participating in English Programs for Internationals.

3. Guests

Guests are individuals invited by a sponsoring unit to observe or participate informally in certain activities. Guests receive no affiliate privileges as defined in Section I.B. Guests may be afforded basic internet access via a designated guest network.

B. Remuneration, Responsibilities, Privileges and Additional Policies

- 1. Remuneration. Affiliates do not receive remuneration for the University service performed. This applies to all categories.
- 2. Responsibilities

- a. Compliance with applicable University policies: The sponsoring unit is responsible for ensuring that all affiliates are familiar with all applicable University policies and procedures including the following:
 - i. All individuals who are appointed or engaged by the University as affiliates are required to comply with all University policies and procedures including, but not limited to conflicts of interest, discrimination and harassment, security, information and communication technology (see University Policies UNIV 1.51 Data and Information Governance and UNIV 1.52 Responsible Use of Data, Technology, and User Credentials), use of equipment and facilities and privacy practices.
 - ii. Affiliate status does not constitute employment and does not fall under the purview of the Fair Labor Standards Act. As volunteers, affiliates are not eligible for employee benefits such as annual and sick leave or medical, dental or any other employment based insurance program. As a result of this volunteer association, affiliates are not eligible for nor entitled to any institutional benefits, including Worker's Compensation.
 - iii. Affiliate status conferred upon a current USC employee does not alter the status of employment benefits in any way.
- b. An affiliate who is not a United States citizen must hold or obtain a US immigration status appropriate to the nature of their appointment.

3. Privileges

University privileges associated with appointment as an affiliate will vary depending upon the type and location of appointment. The University and the sponsoring unit reserve the right to allow or disallow privileges according to availability and need. All affiliates are eligible for a University identification card, i.e., CarolinaCard, and associated privileges as designated by the sponsoring unit.

Sponsoring units on Comprehensive and Palmetto College campuses should refer to policy guidance in effect on their campus. Examples of privileges available on the Columbia campus are:

- Access to USC computer network and systems housing general access data (See University Policies UNIV 1.51 Data and Information Governance and UNIV 1.52 Responsible Use of Data, Technology, and User Credentials)
- Access to University email account
- Access to VIP
- Access to Blatt PE Center and other recreational facilities
- Eligibility to purchase tickets to Athletic Events

- Eligibility to apply for Parking Permits
- Access to library resources such as electronic indexes and journals at all University library locations
- Access to Carolina Shuttle service

All privileges are subject to availability and payment of associated fees, if any. Activation of assigned privileges should be coordinated by the sponsoring unit. Privileges are subject to change or termination without prior notification.

4. Multiple affiliate appointments: An individual can be an affiliate member in more than one department. Sponsoring units should coordinate the associated privileges to be granted (as per I.B.1 affiliates may not receive compensation for services performed as an affiliate).
5. Additional Policies for Academic Affiliates
 - a. Academic affiliates must be appointed using one of the academic titles in University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.
 - b. Academic affiliates involved in instruction and serving as the instructor of record for a course must meet SACSCOC credential requirements for teaching at the appropriate level as outlined in University Policy ACAF 1.20 Credential Verification for Instructors of Record. Credential requirements for other program-, college-, or school-based accreditation must also be met by affiliates involved in instruction or supervision/instruction during practicum and clinical experiences. Academic affiliates cannot be assigned tenure-track titles, but may be assigned non-tenure-track faculty titles or unclassified staff titles, based on agreed upon activities.
 - c. Academic affiliates do not have voting privileges for representation in the Faculty Senate. See University Policy ACAF 1.16 Non-Tenure-Track Faculty and the relevant campus *Faculty Manual*.
6. Additional Policies for Student Affiliates
 - a. Prior to the appointment of student affiliates, a memorandum of agreement (MOA) must be executed between the sponsoring unit and the Division of Student Affairs. The MOA should cover the responsibilities of the sponsoring unit, the expectations regarding compliance with University policies and procedures, the specific privileges to be extended to the student affiliate(s), and which departments must be notified based upon the privileges outlined.
 - b. Student affiliates may also pay a standard student program fee in addition to other University fees as defined in a memorandum of agreement (MOA)

as outlined above. Any fee paid by student affiliates to access university services must be at least the same charge as the fee paid by enrolled students for the same or similar services.

C. Terms of Appointment

Affiliate appointments may be either for a fixed period of time or for a continuing period of time, not to exceed five (5) years per appointment.

1. Sponsoring units must indicate the type and length of appointment on the Affiliate Form and in the Letter of Appointment during affiliate appointment approval process.
2. Sponsoring units are expected to monitor all ongoing affiliate appointments for accuracy and to maintain up-to-date records on all affiliate appointees.
3. The University (or its delegated authority as defined in Section I.D. of this policy) reserves the right to modify and/or eliminate privileges extended to any affiliate at any time, for any reason, without prior notification. Affiliate appointments are made at the discretion of the University (or its delegated authority as defined in Section I.D. of this policy), and may be withdrawn at any time, for any reason at the discretion of the University (or its delegated authority as defined in Section I.D. of this policy).

D. Oversight

1. Comprehensive Campuses and Palmetto College Campuses

The Comprehensive Campuses and Palmetto College Campuses chancellors, vice chancellors, and deans should determine campus-specific oversight and responsibility as a part of implementing this policy.

2. Columbia Campus

a. Non-Academic Affiliates

The Division of Human Resources oversees the appointment process for all Non-Academic Affiliates listed in Section I. A.2 of this policy. The Division also ensures that all Non-Academic Affiliate appointments are in compliance with this policy and all relevant federal, state and University policies and procedures.

b. Academic Affiliates

The Office of the Provost oversees the appointment process for all Academic Affiliates listed in Section I. A.2 of this policy. The Office of the Provost also ensures that all Academic Affiliate appointments are in compliance with this policy and all relevant federal, state and University policies and procedures, and all accreditation requirements.

c. Student Affiliates

The Division of Student Affairs oversees the appointment process for all Student Affiliates listed in Section I. A.2 of this policy. The Division also ensures that all Student Affiliate appointments are in compliance with this policy and all relevant federal, state and University policies and procedures.

II. Procedures

A. Comprehensive Campuses and Palmetto College Campuses

Each Comprehensive Campus and Palmetto College Campus should develop individual campus-based procedures to implement this policy.

B. Columbia Campus

1. Appointment Process

a. Appointment of Non-Academic Affiliates

The sponsoring unit must submit the following documentation to the Division of Human Resources:

- Affiliate Appointment Form
- Letter of Appointment stating terms and conditions of appointment
- For non-US citizen affiliates: Advance Notice of Prospective Non-US Citizen Sponsored Visitor or Employee (Form IS-1)

b. Appointment of Academic Affiliates

i. Appointment of Academic Affiliates *from outside the University*

In addition to the documentation required in Section II.B.1.a above, academic affiliate appointments also require:

- Academic Personal Information form (API), if applicable
- Current CV

- One letter of recommendation (from internal or external referee)
- Copy of academic transcript sent directly from the candidate's institution of higher education to the sponsoring unit. For non-US academic credentials, an independent equivalency evaluation from an approved organization must also be submitted to the sponsoring unit. Official records must be maintained by the office of the sponsoring unit.
- Evidence of valid driver's license as required for appointed duties
- Authorization for Background Check (Sponsoring unit will be responsible for the cost.)

ii. Appointment of Academic Affiliates *within the University*

The sponsoring unit must submit the following documentation:

- Affiliate Appointment Form
- Letter of Appointment stating terms and conditions of appointment

c. Appointment of Student Affiliates

The sponsoring unit of an individual student affiliate or a group of student affiliates should draft an MOA as described in Section I. B.6 to define terms of affiliate appointment. The MOA will be submitted to and reviewed by the Office of the General Counsel and the Division of Student Affairs.

If the student affiliate will pay University fees for direct campus services or reside in campus housing, the affiliate may be entered into the student system and coded as a student affiliate by the Office of the University Registrar. The sponsoring department will be responsible for contacting the Office of the University Registrar and coordinating initial entry into the system, as well as entry in subsequent semesters, as appropriate.

If the student affiliate will not pay University fees for direct campus services billed by the Office of the Bursar and not reside in campus housing, then the Student Affiliate Form should be completed and submitted to the Division of Student Affairs to initiate the appointment process.

d. Non-U.S. Citizens

If the prospective affiliate is a non-US citizen, the sponsoring unit must contact the office of International Support for Faculty and Staff several months prior to extension of an offer. (This is not applicable to Student Affiliates.)

Additionally the Office of Research Compliance should be consulted for information on limitations to access to technology and export control subjectivity: <http://orc.research.sc.edu/export.shtml>

e. Background Checks and Job References

No additional background checks are required for current USC employees seeking affiliate status in another unit.

For all others: “Departments utilizing volunteers who routinely interact with employees or students in a non-public setting and/or enter non-public areas of University facilities unsupervised will be required to obtain background checks on such affiliates/volunteers. The Division of Human Resources will work with these departments to help them obtain applicable background checks. Verification of a comparable or more extensive background check from an affiliate’s primary employer may be substituted for the background check performed by USC upon approval by the Division of Human Resources.” (See University Policy HR 1.90 Job Reference and Background Checks: Affiliates/Volunteers)

Job reference and criminal background checks must be conducted for all academic affiliates involved in instruction.

f. Appointment Documentation

Affiliate appointment records should be maintained and monitored by the sponsoring unit.

2. Termination of Affiliate Appointment

As indicated in Section I.C.3 above, the University or sponsoring unit may terminate an affiliate appointment at any time. The sponsoring unit is responsible for monitoring the status of each sponsored affiliate. The sponsoring unit is responsible for notification of the end date of an affiliate appointment to all appropriate departments such as University Technology Services, Human Resources, Controller’s Office, CarolinaCard, etc.

III. Related Policies

University Policy HR 1.90 Job Reference and Background Checks

University Policy UNIV 1.51 Data and Information Governance

University Policy UNIV 1.52 Responsible Use of Data, Technology, and User Credentials

University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions

University Policy ACAF 1.16 Non-Tenure-Track Faculty

University Policy ACAF 1.20 Credential Verification for Instructors of Record

University Policy STAF 1.01 Registered Status for Religious Workers

IV. Reason for Revision

Policy revised to reference related policy, ACAF 1.20 Credential Verification for Instructors of Record.