



Arts and Sciences

Affiliate Appointment Process by Affiliate Type

Academic Affiliates

Required Documentation
Affiliate Appointment Form
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
Academic Personal Information form (API), if applicable
Non-US citizen affiliates: Advance Notice of Prospective Non-US Citizen Sponsored Visitor or Employee (Form IS-1)

If the Academic Affiliate is from within the University, only the [Affiliate Appointment Form](#) and [Affiliate Appointment Letter](#) are required.

1. Obtain the appropriate required documents above and verify that the Chair/Director of your unit is willing to sponsor the individual as an Academic Affiliate.
2. If the Chair/Director agrees to sponsor, send the Affiliate the completed [Affiliate Appointment Letter](#) for their signature.
*Make sure that the Affiliate is made aware that by signing the letter, they provide authorization for a Background Check (Sponsoring unit will be responsible for the cost.)
3. Once you receive the signed letter back from the Affiliate, you will initiate the action in the Affiliate section of HCM PeopleSoft, attaching the Affiliate Appointment Form, Affiliate Appointment letter, and other required documents.
4. Send your [assigned College contact](#) an email to approve the affiliate action in HCM, copying your Chair so they know not to approve.
5. Fill out and send a [Background Check Request](#) for the affiliate to the Background Check Office in central HR.
6. Email the Affiliate to remind them that they will be required to claim their account via email.

Non-Academic Affiliates

Required Documentation
Affiliate Appointment Form
Non-US citizen affiliates: Advance Notice of Prospective Non-US Citizen Sponsored Visitor or Employee (Form IS-1)

1. Obtain the appropriate required documents above and verify that the Chair/Director of your unit is willing to sponsor the individual as an Academic Affiliate.
2. If the Chair/Director agrees to sponsor, send the Affiliate the completed [Affiliate Appointment Letter](#) for their signature.
*Make sure that the Affiliate is made aware that by signing the letter, they provide authorization for a Background Check (Sponsoring unit will be responsible for the cost.)
3. Once you receive the signed letter back from the Affiliate, you will initiate the action in the Affiliate section of HCM PeopleSoft, attaching the *Affiliate Appointment Form* and *Affiliate Appointment Letter*.
4. Send your [assigned College contact](#) an email to approve the affiliate action in HCM, copying your Chair so they know not to approve.
5. Email the Affiliate to remind them that they will be required to claim their account via email.

If the Affiliate will be working in any capacity with students or handling money, a background check will be required.