



# McCausland College of Arts and Sciences

UNIVERSITY OF SOUTH CAROLINA

## Academic Affiliate Appointment Process

Academic affiliates are non-salaried individuals sponsored by an academic unit who volunteer and are allowed to perform specific activities related to instructional programs, research and scholarship.

### Academic Affiliate (U.S. Citizen)

Required Documentation
<a href="#">Affiliate Appointment Form</a>
<a href="#">CAS Affiliate Appointment Letter</a>
Current Curriculum Vitae (CV)
Academic transcript sent directly from the candidate's institution of higher education to the sponsoring unit.

1. Verify that the Chair/Director of your unit is willing to sponsor the Academic Affiliate and then work with the Affiliate to obtain the completed *Affiliate Appointment Form*, CV and academic transcript (if involved in instruction).
2. Once you obtain the documents above, send the Affiliate the completed [CAS 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 completed *Affiliate Appointment Form*, signed *CAS Affiliate Appointment letter*, and *other applicable documents*.
4. As a courtesy, send your Chair/Director an email so they know to approve the eform in HCM.
5. Fill out and send a [Background Check Request](#) for the affiliate to the USC Background Check Office.
6. Send background check approval email to [casdhr1@mailbox.sc.edu](mailto:casdhr1@mailbox.sc.edu) for record keeping purposes.

## Academic Affiliate (Non-U.S. Citizen)

Required Documentation
<a href="#">Affiliate Appointment Form</a> *to be filled out upon the affiliate's arrival (step #6)
<a href="#">Intent to Appoint Non-U.S. Citizen Affiliate Form</a>
<a href="#">Affiliate Appointment Letter for Non-U.S. Citizens</a>
Current Curriculum Vitae (CV)
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. (if applicable)

1. Verify that the Chair/Director of your unit is willing to sponsor the Academic Affiliate and then work with the Affiliate to obtain their CV and *academic transcript* (if involved in instruction).
2. Email the documents below to your assigned [CAS HR Manager](#) for Dean approval.
  - [Intent to Appoint Non-US Citizen Affiliate Form](#)
  - *Offer Letter draft* (based on the university's [Affiliate Appointment Letter for Non-U.S. Citizens](#))  
\*Be sure the offer draft includes an area for both the Chair/Director and Dean's signatures.
  - Current CV
3. Once approved, your CAS HR Manager will return the completed *Intent to Appoint form* and approved *Offer Letter draft* back to you (both with the Dean's signature), along with the approval email from the Associate Dean of Research.

### **Stop! - Read Carefully Before Proceeding to Step #4**

\*Per [UNIV 2.50 – Affiliate Appointments](#): If it is expected that the prospective affiliate will be involved in **restricted research or accessing USC systems from outside of the U.S.**, the unit must contact the Office of Research Compliance in advance of extending an offer. If the affiliation will include access to research involving specified information, technologies, or commodities subject to export control regulations (and not exempted as “fundamental research”), prior federal approval is required before allowing international persons to participate in the research, before partnering with an international company, or before sharing research results in any manner (including by publication or presentation at conferences) with persons who are not U.S. citizens.

If the affiliate will be involved in restricted research or accessing USC systems from outside of the U.S., email Brandi Boniface ([bonifac@mailbox.sc.edu](mailto:bonifac@mailbox.sc.edu)) in the Office of Research Compliance (copying your CAS HR Manager) to discuss the terms of their affiliate appointment. Once you have received ORC approval, move forward to step #4.

4. Email the approved documents below to the Human Resources Office of International Services (HR-OIS), copying your CAS HR Manager.
  - *Intent to Appoint Non-US Citizen Affiliate form*
  - *Offer Letter draft* (with both the Chair/Director and Dean's signatures)
  - *Current CV*
  - *Associate Dean of Research approval email*

5. Once HR-OIS has reviewed and verified that you are able to move forward with the appointment, send the Affiliate the finalized [Affiliate Appointment Letter for Non-U.S. Citizens](#) 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).

**The steps below must be completed once the Affiliate arrives:**

6. Work with the Affiliate to complete the [Affiliate Appointment Form](#).
7. Initiate the Affiliate Appointment eForm via the Affiliate Actions Homepage tile in HCM PeopleSoft, attaching the completed documents below:
  - *Affiliate Appointment Form*
  - *Intent to Appoint Non-U.S. Citizen Affiliate Form*
  - *Affiliate Appointment Letter for Non-U.S. Citizens (signed)*
  - *Current CV*\*Attach any other applicable documents as necessary
8. As a courtesy, send your Chair/Director an email so they know to approve the eform in HCM.
9. Fill out and send a [Background Check Request](#) for the Affiliate to the Background Check Office.
10. Send background check approval email to [casdhr1@mailbox.sc.edu](mailto:casdhr1@mailbox.sc.edu) for record keeping purposes.