AFFILIATION APPOINTMENT LETTER TEMPLATE AND GUIDELINES

(This template is a place to start, but units should feel free to customize their affiliated appointments, as long as they remain within policy guidelines.)

Affiliated appointments are made to ASU faculty and academic professionals who already hold an appointment in one academic unit. The affiliation offer letter invites them to serve in a role in another academic unit, center, or institute. See ACD 505-04. The affiliating unit initiates the letter and submits the letter in Workday.

Date

Name
Unit
College

Dear _____:

On behalf of the Department of _____ and the College of_____

we are pleased to offer you an affiliated appointment beginning Month Day, 20xx. In this position, you will be responsible to the chair of the department [***or use "director of the school," if appropriate***].

These appointments are made for limited (not more than one year*) renewable terms. Affiliated faculty [or academic professional] appointments are renewable for subsequent terms contingent upon the needs of the academic unit, the appointment remaining mutually beneficial to the faculty member and the university.

In your affiliated position, you may serve by the following responsibilities and rights [***remove bullet points which don't apply; add details to bullet points as appropriate***]:

- Serving on various school committees.
- Participating in campus and community activities sponsored by the unit.
- Engaging in school-supported research activities of mutual interest.
- Serving on dissertation committees.
- Teaching courses as the instructor of record, per prior agreement with your department.
- Serving as a mentor for students.

To accept this appointment, please sign and return this offer to _____ by _____.

Sincerely,

_____ _____

Name of affiliate chair/director | Name of affiliate college dean

_____ _____

Name of tenure/academic home chair/director | Name of tenure/academic home dean

Accepted:

_____ _____

Name of candidate | Date

*Year in this context = calendar year.

Note: mere typed font will not be accepted as a signature, although Adobe Acrobat-stamped signatures as well as JPGs of pen-and-ink signatures are accepted.