

Saint Mary's College
Affiliated Scholars Program
Policy and Procedures
October 3, 2016

Departments and Programs may invite faculty or other qualified individuals to Saint Mary's College of California ("SMC") on an unpaid basis to engage in scholarly activities that are mutually beneficial to the Affiliated Scholar and to SMC. These individuals are sponsored by and assigned to an Academic Unit (department or program) and given the status of Affiliated Scholar for up to a one-year period. Each Affiliated Scholar must have a letter of invitation from the Chair or Director of the sponsoring Department or Program. The letter must be co-signed by the appropriate Dean.

Status of Affiliated Scholar

Affiliated Scholars engage only in scholarship and will not have any teaching or service responsibilities. Affiliated Scholars shall not be asked to teach SMC classes or advise SMC students. Sponsoring units are encouraged to provide opportunities for Affiliated Scholars to give presentations on their scholarly or creative works.

It is expressly understood that Affiliated Scholars are not SMC employees, agents, or partners and assignment to Affiliated Scholar status does not include any SMC compensation or employee benefits of any kind. The SMC Affiliation does not create a joint venture and the Affiliated Scholar does not have the authority to enter into any contract or agreement to bind SMC and shall not represent to anyone that the Affiliated Scholar has such authority.

Criteria for Appointment

The status of Affiliated Scholar is appropriate for faculty from other academic institutions, qualified personnel from industry, government, or other organizations, and for selected independent scholars. The Affiliated Scholar status is not intended for individuals who might otherwise be considered trainees, nor is it used to enable SMC students no longer enrolled to complete their degrees or to bring matriculating students from other academic institutions. This status is also not appropriate for former SMC employees.

Appointment Letters

The procedures described here address College requirements. Individual schools or programs may have additional requirements or privileges, except that such additional requirements may not include any teaching assignments. The inviting Academic Unit is responsible for ensuring that an Affiliated Scholar

candidate meets the criteria above and for issuing the letter of invitation. The appointment letter must:

1. Identify the Chairperson/Director issuing the invitation and the Academic Unit sponsoring the Affiliated Scholar. The appropriate Dean must also sign the letter.
2. Specify the term of the Affiliated Scholar designation with beginning and ending dates. Affiliated Scholar status may not be granted for longer than 12 months. If the Office of the Provost grants an exception, a new appointment letter must be issued.
3. Confirm that no salary or other financial compensation, including insurance or other health and welfare benefits, will be provided by SMC in conjunction with the designation as an Affiliated Scholar.
4. Identify the sponsor responsible to ensure that the Affiliated Scholar knows of and satisfies all regulatory requirements and all SMC policies that apply to his or her activities while at SMC.
5. Include a recharge GL code from the sponsoring unit to cover any fines, lost materials or other costs incurred that the Affiliated Scholar does not pay.
6. Send a copy of the appointment letter to the Office of the Provost.

Appointment Privileges

Affiliated Scholars receive the following privileges:

- The Academic Unit sponsoring the scholar may provide special privileges, but shall not provide any privileges that are contrary to the limitations of affiliation set forth under the above section, entitled: "Status of Affiliated Scholar". Please consult with your department or program sponsor.
- Campus-wide privileges
 - SMC authorized ID – Once the Affiliated Scholar is approved and entered into the SMC HR database (Colleague), s/he is eligible for an SMC photo ID.
 - SMC email account – With an SMC ID and email account, the Affiliated Scholar will then be eligible for:
 - [IT Help Desk](#) and Tech Bar support
 - Access to SMC site-wide licensed software and resources
 - Library privileges - Affiliated Scholars' SMC Photo ID is their Library Card
 - See the Library's [Mission and Policies](#) for further information, especially the [Database Use Guidelines](#)
 - Borrowing privileges including LINK+ and Interlibrary Loan
 - On-site and remote access to Library's e-resources and databases

- Research consultation by drop-in or appointment
- Parking permit – Issued by the Department of Public Safety
- [Gael Flex Dollars](#) – Affiliated Scholars may add funds to their ID cards to pay for campus food services (and designated off campus sites).

Appointment Responsibilities

- Affiliated Scholars agree to follow all applicable federal and state regulatory requirements and all College policies and procedures, including Title IX and FERPA policies as set forth on the SMC website and in the staff and faculty handbooks.
- Affiliated Scholars must agree to the provisions of the Saint Mary's [College Technology Use Policy](#).
- Affiliated Scholars agree to not use the Library's databases and licensed resources for commercial or for-profit purposes.
- Affiliated Scholars agree to keep confidential and not disclose to third parties any proprietary or confidential information provided by SMC pursuant to, or during the course of this Affiliation Agreement, unless the Scholar has received prior written consent of the SMC sponsoring Academic Unit Chair, Director, or Dean to make such disclosure.
- Affiliated Scholars agree that SMC has the right, for any reason, to suspend indefinitely or terminate the Affiliation Agreement at any time; and such termination terminates all of the Affiliated Scholar's affiliation privileges.

Additional Terms of Affiliation Agreement

The Affiliated Scholar shall be solely liable for any and all losses, liabilities, claims, damages, and expenses, including reasonable costs and costs of investigation and attorneys' fees, related to the Affiliated Scholars' (i) failure to comply with any and all federal, state or local rules, laws, ordinances or other applicable regulations, including but not limited to the use and reproduction of proprietary and/or copyrighted materials and works of third parties subject to third parties' intellectual property rights, and (ii) negligent acts or omissions or willful misconduct.

Requests for Exceptions and Additional Guidance

Exceptions to any of the requirements of this policy must be reviewed and approved by the appropriate School Dean's office and by the Provost. For additional guidance regarding this policy, please contact the [Provost's Office](#).

10/6/16