

2.1.2 ASSIGNMENT OF FACULTY “AFFILIATES”

Faculty may be assigned by their dean as affiliates of additional departments or programs in which they perform a significant portion of their professional activities. The dean, in consultation with the appropriate chairs/program directors, shall write a letter of assignment describing the general nature and extent of those activities. If the affiliation is with a department or program outside the faculty member’s school, the dean of that school will also be consulted. The faculty member will retain affiliate status for the duration of his or her participation in the second department or program, contingent on annual renewal by the dean.

The Faculty Handbook currently states, “Assignment is made to the department or program in which the faculty member teaches the majority of his/her courses” (2.1.1). Given the collaborative relationships that exist across the College and the participation of many faculty in more than one department or program, this primary assignment does not capture the involvement of faculty in programs outside of their disciplinary “home.” While such movement between and among programs may be common, there is no mechanism to provide transparency and clarity about the degree of faculty involvement or commitment.

Therefore, this protocol formalizes a category of faculty assignment called “affiliation.” The status of “affiliate” represents a middle ground between a joint appointment on the one hand and no formal recognition of a faculty member’s relationship to a second program on the other. It recognizes that many faculty participate regularly in programs outside their home departments. Affiliations with outside programs provide direct benefits in terms of staffing courses, advising students and other service activities necessary for our academic units to function. In addition there are broader benefits to the College in terms of intellectual cross-fertilization and the forming of collegial relationships outside of one’s home department.

Because these arrangements are informal, incoming chairs and deans may not fully understand the agreements that were developed under their predecessors. Faculty have no formal way of certifying their engagement in these secondary programs on their resumes or when submitting scholarly work for outside review. There is variation in how information about these arrangements is included in faculty’s rank and tenure files.

Because the nature and extent of the faculty’s relationships with these outside programs vary, the letter of appointment would clarify the expectations, e.g., that the individual will ordinarily teach a certain number of courses in the affiliated program over a specified period, or certify that person’s membership on a governing board. Copies of the letter will be given to the chairs/directors of the programs involved and placed in the individual’s file. Faculty affiliations will appear in the College Catalogue and web page sections of the secondary program, and in appropriate program materials (brochures, etc.).

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