

Guidelines for Affiliate Faculty for Centers and Institutes in the College of Education

Faculty appointed at the University of Florida (UF) often engage in scholarship with a center and/or institute (C/I) within their own colleges and/or across UF in a role of affiliation not related to their appointment of employment. This work is often not documented in the university's Human Resources (HR) system. However, when mutually agreeable between the C/I leadership, the collaborating faculty, and other stakeholders, this work can (but is not required to) be officially recognized by designation of "affiliate faculty" in the affiliating faculty's HR profile*. In the event that C/I leadership in the College of Education (COE)** desire to provide official designation for affiliate faculty, consideration can be given at any time during the academic year and the following steps should be taken by the C/I leadership:

1. Develop and disseminate an application and voting process within the C/I, specifically including members (e.g., faculty, existing affiliate faculty) within the C/I who are eligible to vote. Application information collected must include the following:
 - a. First/Last Name
 - b. UFID
 - c. CV (that includes current job title, unit/school/college)
 - d. Additional information specific to the C/I and the role the affiliate faculty will play
2. Consult the next level that C/I leaders report to as follows:
 - a. If C/I leaders report directly to a school director, share the application items with the school director and seek approval of the affiliate applicant(s) from the school director. The school director will provide further instructions that are applicable for the school.
 - b. If C/I leaders reports directly to the dean, share the application items with the dean and seek approval of the affiliate applicant(s) from the dean or his/her designee.
3. Give written notice of approval or denial to affiliate applicant(s); cc the school director if appropriate; cc the dean on all notices.
4. Provide school or C/I staff who support HR processes with the newly approved affiliate faculty name and UF ID so the staff can input the official affiliate role in the affiliate faculty's HR profile.
5. Update the list of affiliate faculty on the C/I website.

*For informal affiliate faculty who are already in a relationship with a C/I through prior mechanisms, the C/I leadership can make a request to the school director and/or dean to "grandfather in" existing informal affiliate faculty and proceed to Step 4.

** Potential affiliate faculty from outside COE should seek approval on their own from their supervisors according to existing processes in their unit prior to requesting affiliate status in a COE center.

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