

Edwards College Guidelines for Affiliate Faculty Appointments

Affiliate faculty appointments may be considered for individuals who have the expertise and interest necessary to make a significant contribution to a university program. Contributions may range from giving occasional lectures to teaching courses, engaging in cross-disciplinary and collaborative scholarship, and mentoring students. Affiliate faculty may be external appointments that are granted to persons outside the university or internal appointments for faculty whose primary duties reside in other departments or colleges of the university. Affiliate faculty appointments formally recognize volunteer (unpaid) contributions to a program.

The Edwards College will consider affiliate faculty appointments for individuals who wish to contribute to the instruction and mentorship of students in the classroom or in experiential settings, or make other significant contributions to the teaching and research missions of the program, department, college, and university. The appointment will be granted based on the merits of the applicant and the needs of the host program.

External Affiliate Faculty Appointments

External affiliate appointments are granted to individuals who are not employed by Coastal Carolina University but whose professional expertise warrants a formal affiliation with a department or program in the Edwards College. External appointments are defined and regulated by University Policy [UNIV-446](#).

Internal Affiliate Faculty Appointments

Faculty members at Coastal Carolina University may seek affiliations in departments, programs, Centers, and Institutes outside their home department. These affiliations can be initiated by invitation of the host program or by request from the faculty member who is seeking the appointment.

Affiliate Faculty Expectations

The appointment carries the expectation that the affiliate faculty member will engage in some combination of the following: interdisciplinary and cross-disciplinary teaching, team teaching, collaborative scholarship, scholarship and creative work directly connected to the host program, collaborative project development, grant/foundation applications, student mentorship, and thesis supervision.

Application Process for Affiliate Faculty Appointments

1. The faculty member seeking the affiliation should submit the following documents to the host program Department Chair or Program/Center/Institute Director:
 - Curriculum Vitae
 - Brief application letter outlining the existing and proposed future relationship to the host program with special focus on potential scholarship, collaborative initiatives, and ideas for future collaboration in the areas of teaching, scholarship, student mentorship, grant projects, etc.
2. The voting faculty in the host program will discuss the application and grant or reject the application with a vote. If the request is approved, the Department Chair or Program/Center/Institute Director will notify the applicant and outline expectations for the affiliate faculty appointment. The Department Chair or Program/Center/Institute Director will also notify the appropriate Associate Dean in the Edwards College.
3. If an External Affiliate Faculty appointment has been granted, and if that affiliate would like to request CCU email access, library access, or access to other University property, resources, or amenities, the appointee must complete and file a University Affiliate Data Form with the CCU Office of Human Resources and Equal Opportunity. This form can be obtained from the Dean's Administrative Coordinator, who will also assist with filing and submitting the form. (Note: Nothing in these guidelines is meant to subsume [UNIV-446](#), which governs all external affiliate appointments).

4. Once the faculty affiliation has been granted, the affiliate faculty member should be added to the faculty listing on the website of the host department, program, Center or Institute under the designation "Affiliate Faculty." Faculty members may add their affiliate faculty appointment to their CVs, faculty bios, and signature lines. Host programs should be sure to include affiliate faculty in their communications and consider to invite affiliate faculty members to attend at least one major department or program meeting per year.
5. Affiliate faculty appointments are for a three-year term and are renewable. Renewals of external affiliate faculty appointments are governed by University Policy [UNIV-446](#).