NOTE: THIS POLICY, LIKE ALL OTHER COASTAL CAROLINA UNIVERSITY POLICIES, IS NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED UPON AS SUCH. THIS POLICY MAY BE CHANGED AT ANY TIME BY COASTAL CAROLINA UNIVERSITY.

SUMMARY:

This policy has been developed to provide guidance to faculty and staff on appointing or engaging affiliates at the University.

POLICY:

I. POLICY

The University’s relationship with each affiliate must be properly established to ensure that the University complies with obligations to the affiliate and to provide a framework for the affiliate to clearly understand his rights and role within the University.

A. Affiliate Appointment

Individuals appointed as affiliates are engaged by the University to provide functions or activities through external, contractual or special arrangement.

An affiliate is not covered by either direct employment or enrollment as a student at the University. An affiliate who is not a United States citizen must hold or obtain a US immigration status appropriate to the nature of their appointment.

1. University affiliates must be sponsored by a department or division of the University. The term "sponsoring unit" is used throughout this policy to refer to the academic or administrative department, campus, college or division sponsoring the University affiliate.

2. The sponsoring unit is responsible for ensuring that its affiliates are familiar with all applicable University policies and procedures.
3. University affiliates are expected to abide by University policies and procedures and external regulations that govern their actions including but not limited to, those relating to ethical behavior, safety, confidentiality, protected health, information, computer use, financial responsibility, discrimination and harassment, use of equipment and facilities and drug use.

4. Affiliates are not eligible for employee benefits, such as annual leave, sick leave or medical, dental, or other employee insurance programs. Affiliates are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. As a result of this association, affiliates are not eligible for nor entitled to any institutional benefits, including Workers’ Compensation.

B. Types and Definitions of Affiliate Appointments

1. Non-Academic Affiliates

Non-academic affiliates must be approved by the director of the sponsoring unit and the college/school dean or division head as appropriate.

a. Contractor/Vendor Affiliate: an individual who through a formal procurement arrangement or Memorandum of Agreement with the University works on the University campus providing a service including, but not limited to, temporary employment service, information technology, food services, campus bookstore or telecommunications.

b. Research Affiliate: An individual who contributes voluntarily or through an external entity to conduct or support research pursuant to a sponsored program, project, contract or grant.

c. Military/ROTC Affiliate: An individual who is employed by the United States armed services and assigned to work at the University.

d. Contracted Teacher Affiliate: An individual who is employed by a school district and assigned to work at the University.

e. Other: An individual who is designated as an affiliate by academic or administrative department, campus, college or division.

2. Academic Affiliates

Academic affiliates are individuals sponsored by an academic unit allowed to perform specific activities related to instructional programs. Affiliate appointments are uncompensated University appointments and persons holding affiliate appointments earn no credit toward tenure. Appointments as academic affiliates must be approved by the sponsoring unit and supported by all parties within the administrative channel.

a. Academic affiliates involved in instruction must meet SACS or other accreditation credential requirements for teaching at the appropriate level or for providing supervision/instruction during practicum and clinical experiences.
b. Academic affiliates do not have voting privileges for representation in the Faculty Senate. Refer to the *Faculty Manual*.

C. Terms of Appointments

Affiliate appointments may be either for a fixed period of time or for a continuing period of time, not to exceed five (5) years per appointment. The extension of appointments beyond five (5) years will be subject to administrative review and approval.

1. Sponsoring units must indicate the type and length of appointment on the University Affiliate Data Form.
2. Sponsoring units are expected to monitor all ongoing affiliate appointments for accuracy and to maintain up-to-date records on them.
3. The University reserves the right to modify and/or eliminate privileges extended to an affiliate at any time, for any reason, without prior notification. Affiliate appointments are made at the discretion of the University, and may be withdrawn at any time or for any reason at the discretion of the University.

D. University Privileges

University privileges associated with an appointment of an affiliate will vary depending upon the type of appointment. The University and the sponsoring unit reserve the right to allow or disallow privileges according to availability and need.

The types of privileges will depend on the nature of the affiliate position. The Office of Human Resources and Equal Opportunity (HREO) will maintain the listing of affiliate types and associated privileges available. Examples of privileges which may be available are:

1. Access to the University’s computer network.
2. Use of a University email account.
3. Eligibility for CINO Card – the official Coastal Carolina University identification card.
4. Access to Williams-Brice facility, Student Recreation and Convocation Center and other recreational facilities.
5. Eligibility to purchase tickets to athletic and special events.
6. Eligibility to apply for parking passes.
7. Access to library resources such as electronic indexes and journals at Kimbel Library.
8. Access to the University shuttle service.

All privileges are subject to availability and payment of associated fees, if any. Activation of assigned privileges should be coordinated by the sponsoring unit. Privileges are subject to change or termination without prior notification.

II. PROCEDURES
The sponsoring unit is responsible for initiating, changing or terminating all affiliate appointments.

A. Appointment Process

The sponsoring unit is responsible for completing and ensuring that the affiliate completes the following forms prior to beginning the affiliate appointment. The forms should be submitted by the sponsoring unit to HREO. The forms are located on the University’s forms page on the intranet.

1. Appointment of Non-Academic Affiliates
   a. University Affiliate Data Form;
   b. Affiliate Waiver of Liability Form;
   c. Affiliate Acknowledgement Form;
   d. Evidence of valid driver's license (if required to perform duties); and
   e. Affiliate Background Information Release.

2. Appointment of Academic Affiliates
   In addition to the documentation required in Section II.A.1. above, academic affiliate appointments also require:
   a. Current CV; and
   b. Copy of academic transcript sent directly from the candidate’s institution of higher education. For non-US academic credentials, an independent equivalency evaluation from an approved organization must also be submitted.

3. Job Reference and Background Checks
   While the University recognizes that non-academic and academic affiliates are not employees, individuals considered for appointments as affiliates will be subject to the same criminal background checks as required for University employees. The sponsoring unit engaging the affiliate will be responsible for all costs associated with background checks.

   Job references must be obtained for all academic affiliates involved in instruction.

4. Affiliate Processing
   Once the sponsoring unit and the affiliate complete the necessary forms, HREO will initiate a background investigation. HREO will notify the department when the background check results are received. The affiliate activities cannot begin until the sponsoring unit receives notification that the criminal background check is clear and approved administratively. Once that occurs, HREO will enter affiliate data into the administrative computing system and retain original forms.

B. Affiliate Appointment Changes
Affiliate Appointment changes should be made through the completion of a new University Affiliate Data form. The form should be initiated by the sponsoring department and forwarded to HREO.

C. Termination of Affiliate Appointment

As indicated in section I.C.3 above, the University or sponsoring unit may terminate an affiliate appointment at any time. The sponsoring unit is responsible for monitoring the status of each sponsored affiliate and for notifying HREO when an affiliate appointment terminates through the completion of a University Affiliate Data Form.