



Policy Title:	University Affiliates
Policy Number:	UNIV- 446
Revision Date:	December 2021
Policies Superseded:	HREO-136
Policy Management Area(s):	Human Resources and Equal Opportunity

POLICY:

I. 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 affiliates to clearly understand their rights and roles within the University.

A. Affiliate Appointment

1. Individuals appointed as affiliates are engaged to provide functions or activities through external, contractual or special arrangement.
2. An affiliate is not covered by either direct employment or enrollment as a student at the University. Affiliates who are not United States citizens must hold or obtain US immigration status appropriate to the nature of their appointments.
3. 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.
4. The sponsoring unit is responsible for ensuring that its affiliates are familiar with all applicable University policies and procedures.
5. 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 – University Affiliates are not compensated by CCU. In most cases, University Affiliates are engaged by another entity to perform services for the University.

1. 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. Athletic Affiliate: an individual engaged by a non-CCU athletic entity who performs activities utilizing the University's facilities.
 - f. Temporary Staffing Affiliate: an individual who, through a formal procurement arrangement, provide temporary employment staffing to the University in requested areas.
 - g. Student Intern Affiliate: an individual from another university who contributes voluntarily or through an external entity to conduct or support a sponsored program or project.
 - h. Other: an individual who is designated as an affiliate by academic or administrative department, campus, college or division.
 2. Academic Affiliates: 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. Engagement of Minors
1. Individuals should be at least eighteen (18) years of age in order to be a University affiliate at CCU.
 2. In the event an administrative decision is made to engage a minor as a university affiliate, it is the policy of CCU to engage current or incoming CCU students first, if possible. Exceptions to this protocol must be submitted in writing and approved by the President or designee. Such approval must occur before finalizing the University affiliate arrangement. In no case should a University affiliate be under the age of sixteen (16).

3. As outlined in [FAST- 228 Employment of Minors](#), minors should not engage in any task, project, assignment or occupation which could be hazardous.

D. Terms of Appointments / Background Checks

1. 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 unless the formal procurement arrangement or memorandum of understanding specifies a longer period of time. The extension of appointments beyond five (5) years will be subject to administrative review and approval.
2. 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.
3. Certain University Affiliates are subject to background checks in accordance with FAST- 227 Job Reference and Background Checks. Refer to policy for details.

E. University Privileges

1. 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.
2. Human Resources and Equal Opportunity (HREO) will maintain the listing of affiliate types and associated privileges available.

II. Termination of Affiliate Appointment

- A. The University or sponsoring unit may terminate a University affiliate appointment at any time for any reason.
- B. The sponsoring unit is responsible for monitoring the status of each of its sponsored affiliates and for notifying HREO when an affiliate appointment terminates by submitting a University Affiliate Data Form, found on the University Forms page under Human Resources and Equal Opportunity.

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND COASTAL CAROLINA UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. COASTAL CAROLINA UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. COASTAL CAROLINA UNIVERSITY'S OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY IS RESPONSIBLE FOR MAINTAINING, INTERPRETING AND IMPLEMENTING THE UNIVERSITY'S HUMAN RESOURCES POLICIES.