



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.127~~4~~2

DIVISION: Academic Affairs

TITLE: ~~Adjunct~~ Affiliate Faculty

DATE: ~~March 14, 2022~~ May 1, 2025

AUTHORIZED BY: Robert Fischer, Provost and Vice President for Academic Affairs

I. Purpose and Scope

The title of ~~Adjunct~~ Affiliate Faculty may be used when a qualified person from WKU or another institution of higher education, or from business, industry, government, or private practice, has established a professional relationship with an academic unit at WKU and actively contributes to the strengthening and advancement of the academic mission of the Department, the School/College and the University.

In addition, this title recognizes a person of established reputation or distinction in his/her field who works with WKU graduate and/or undergraduate students or as a member of a special research team and/or who offers special, non-compensatory instruction in their discipline. WKU Retired and/or Emeritus faculty are eligible for this position ~~on a year-to-year basis~~ for terms of up to two years if they have a demonstrated need for enhanced services.

II. Policy

1. ~~Adjunct~~ Affiliate fFaculty occupy a special status but are not considered as "faculty," as defined in the Faculty Handbook. Appointments to the faculty with an ~~adjunct~~ Affiliate title are without pay and shall be for a stated period of time not to exceed five years and ending on a date of June 30. Such appointments may be renewed; however, in the absence of explicit renewal they shall terminate upon expiration of the stated period of appointment without notification of nonrenewal. WKU Retired/Emeritus faculty may only serve ~~one-year~~ appointments for up to two years, but they are renewable annually if approved by June 1 for the upcoming year.
2. ~~Adjunct~~ Affiliate fFaculty receive no salary unless separately contracted and shall not be entitled to tenure or other faculty benefits unless specifically

authorized. Benefits that are available to ~~Adjunct~~ **Affiliate** ~~f~~Faculty include the following: WKU Store discounts, purchase of WKU faculty/staff parking permit, issuance of a WKU ID card for library privileges, faculty/staff discounts for athletic ticket purchases, and discount in the WKU cafeterias. WKU Retired/Emeritus faculty with ~~Adjunct~~ **Affiliate** status are eligible for ~~WKU-Affiliate status, which can include~~ additional IT Services and use of the university as an agent for external grant applications.

III. Procedure

A. Appointment

Candidates for ~~Adjunct~~ **Affiliate** ~~f~~faculty status may be nominated by any member of the faculty. Candidates should submit their credentials for review by a committee comprised of the tenured members of the department in which the appointment is desired. This committee shall submit its recommendation to the department chair/director, who shall review the credentials and forward his/her recommendation to the college dean. For WKU Retired/Emeritus faculty with ~~Adjunct~~ **Affiliate** status, the department chair/director must indicate ~~whether the nominee should receive WKU-Affiliate status and~~ what other material commitments the department and college will provide (i.e., office space, lab access, etc.) **and a specific list of necessary electronic services**. Positive recommendations by the dean should be forwarded to the Provost for review. Upon the Provost's concurrence with the positive recommendation of the dean, the Provost shall notify the dean, who will prepare the letter of appointment. ~~Adjunct~~ **Affiliate** status may be revoked at any time by the department chair/director, dean, or Provost.

For faculty nominated for more than one term, department chairs must also provide a description of the Affiliate Faculty member's productivity while Affiliate Faculty.

IV. Reason for revision

March 2022

Policy changed to create a path for retired/Emeritus faculty to receive additional IT privileges and grant application support if appropriate.

February 2025

Title of appointment changed from Adjunct to Affiliate to avoid confusion with colloquial use of "adjunct" to designate part-time faculty and to align with Information Technology Services use of "affiliate" to designate need for and use of additional services. Retired WKU faculty allowed to serve two-year terms instead of one.

V. Related Policies 1.103V Emeritus Status

Appendix – Sample Offer Letter

Dear Dr./Ms./Mrs./Mr. _____

Based on the recommendation of Dr. _____, and with the concurrence of the Provost and Vice President for Academic Affairs, I am pleased to appoint you as an **Adjunct Affiliate** faculty member in the Department of _____ for the period of _____ through June 30, 20___. This appointment may be renewed by mutual agreement.

As an **Adjunct Affiliate** faculty member, you will receive no salary unless it is separately contracted, and you shall not be entitled to tenure unless specifically authorized outside the scope of this appointment. Benefits that are available to **Adjunct Affiliate** faculty include the following: WKU Store discount, purchase of WKU faculty/staff parking permit, and the issuance of a WKU ID card for library privileges (see attached). You are also eligible for faculty/staff discounts for athletic ticket purchases, and discounts in the WKU cafeterias.

[Paragraph to include for WKU/Retired faculty] As Emeritus (or retired) faculty, we also grant you ~~WKU Affiliate status, which can include~~ additional IT services as dictated by need. With that eligibility in place, additional IT services beyond the base services may be requested through current standard processes. In addition, the department/college will provide [insert other office/lab or other material benefits].

We are very pleased with your appointment to this special faculty status at Western Kentucky University and look forward to a mutually beneficial interaction over the coming years.

If you have any questions about this appointment, please do not hesitate to bring them to my attention.

Sincerely

Dean, _____

Enclosure

xc: Provost
Department Chair
Lead of Human Resources
Lead of IT Services
Faculty File