

ADMINISTRATIVE DIVISION University Administration
POLICY NUMBER UNIV 2.50
POLICY TITLE Affiliate Appointments
SCOPE OF POLICY USC System
DATE OF REVISION January 22, 2024
RESPONSIBLE OFFICER President
ADMINISTRATIVE OFFICE Office of the President

PURPOSE

This policy provides guidance for the appointment as university affiliates those individuals who, by virtue of their profession, expertise, or unique qualifications, will make significant contribution to the university, its campuses, and its academic and administrative units.

DEFINITIONS AND ACRONYMS

Academic Affiliates: Academic affiliates are non-salaried individuals sponsored by an academic unit who volunteer and are allowed to perform specific activities related to instructional programs, research and scholarship.

Guests: Guests are individuals invited by a sponsoring unit to observe or participate informally in certain activities. Guests receive no affiliate privileges as defined in policy section D. Guests may be afforded basic internet access via a designated guest network.

Non-Academic Affiliates: Non-academic affiliates are non- salaried individuals sponsored by an administrative or academic unit who fulfill roles related to support services.

Restricted Research: Restricted research includes research involving certain information, technologies, and/or commodities, (that is not exempted as “fundamental research”) and that may also have restrictions on how and to whom information can be communicated in and outside of the U.S., including publication or presentation (e.g., EAR, ITAR).

Sponsoring Unit: The term "sponsoring unit" is used throughout this policy to refer to the campus, division, college, academic or administrative department or unit sponsoring the university affiliate appointment.

POLICY

The university, its campuses, divisions, college/schools, and or departments may recognize an individual as an affiliate of the university and/or a specific unit within the university. This policy has been developed to provide guidance for all University of South Carolina system faculty and staff with the delegated authority to appoint or engage affiliates. Affiliates typically receive privileges associated with their specific appointments. 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 affiliates to clearly understand their rights and roles within the University. This policy does not apply to guests who are enrolled in programs offered through Continuing Education and Conferences.

An appointment as a university affiliate may be considered for individuals who, by virtue of their profession, expertise, or unique qualifications have a justifiable need to access specific university resources or will otherwise make a significant contribution to the University, its campuses, divisions, colleges/schools, and/or departments. Affiliate appointments may be made in three categories: Academic, Non-Academic, or Student. Affiliate appointments may be made to individuals who are *not* otherwise affiliated with the university or to *faculty or staff currently employed* at one USC campus who are being recognized for their contributions on a different campus or have justifiable need for access to specified resources on that campus. Affiliate appointments are not appropriate for recognition of work or for unit-specific access within one campus/institution.

A. Oversight

The chancellors, vice chancellors, and deans of the comprehensive universities and regional Palmetto Colleges should determine campus-specific oversight and responsibility as a part of implementing this policy.

For USC Columbia, the sponsoring unit is responsible for the appointment process of both academic and non-academic affiliates and must ensure that all affiliate appointments are in compliance with this policy.

The Office of Undergraduate Admissions oversees the application process for all Student Affiliates identified in section F of this policy. Undergraduate Admissions also ensures that all student affiliate appointments are in compliance with this policy.

B. Academic affiliates are uncompensated university appointments and persons holding affiliate appointments earn no credit toward tenure. Academic affiliates must be approved by the director of the sponsoring unit and the college/school dean or division head as appropriate.

1. Academic affiliate appointments may be made to individuals who hold primary appointments on one campus but have collaborations or justifiable need for access on another campus.
2. Academic affiliate appointments are appropriate to provide university access for clinical faculty in the Schools of Medicine who are not university employees.
3. Academic affiliate appointments are appropriate to provide campus access for retired faculty member(s) to facilitate engagement and continued access to university email and other resources.
4. Academic affiliate appointments are appropriate for individuals who are designated as a volunteer and who contribute to research/scholarship of mutual interest with a USC faculty member.

C. Non-academic affiliates include the following uncompensated categories:

1. Affiliate Coach: An individual who has been designated as a volunteer coach.
2. Campus Minister/Chaplain: An affiliate who has been designated by the Division of Student Affairs as a volunteer to perform official religious activities within a campus based religious program or an official student religious organization. See policy STAF 1.01 Registered Status for Religious Workers.
3. Contractor/Vendor Affiliate: An individual who through a formal procurement arrangement or Memorandum of Agreement with the University works on a university campus providing a service including, but not limited to, information technology, food services, the bookstore, or telecommunications.
4. Foundation Affiliate: An individual who is employed by the University Foundations for the purpose of fund-raising and is assigned to work on a university campus.
5. Health Services Affiliate: An individual who is designated as a volunteer to provide services to such departments as Student Health Center, Campus Recreation, or other health services related departments.
6. Presidential Affiliate: An individual who is designated as an affiliate by the President.
7. ROTC Affiliate: An individual who is employed by the United States armed services and assigned to work on the University campus in the Department of Military Sciences.
8. Other: An individual who is designated as an affiliate by a campus, division, college, or department.

D. Remuneration, Responsibilities, Privileges and Additional Policies

1. Remuneration

Affiliates do not receive remuneration for the University service performed. This applies to all categories.

2. Responsibilities

- a. The sponsoring unit is responsible for ensuring that all affiliates are compliant with relevant federal, state and university policies and procedures.
- b. Affiliate status does not constitute employment and does not fall under the purview of the Fair Labor Standards Act. As volunteers, affiliates are not eligible for employee benefits such as annual and sick leave or medical, dental or any other employment-

based insurance program. As a result of this volunteer association, affiliates are not eligible for nor entitled to any institutional benefits, including Worker's Compensation.

- c. Affiliate status conferred upon a current university employee does not alter the status of employment benefits in any way.
- d. An affiliate who is not a United States citizen must hold or obtain a US immigration status appropriate to the nature of their appointment.

3. Privileges and opportunities

Appointment as a university affiliate has certain privileges and access to certain opportunities. See [Division of Information Technology – Entitlements and Standard Access](#) for detailed documentation about these privileges and opportunities, primarily associated with having a university network account. Affiliate status initiates standard access, while the entitlements require individual action and may require additional approvals and/or fee for service. Privileges are subject to change or termination without prior notification.

4. Additional Policies for Academic Affiliates

- a. Academic affiliates involved in instruction and serving as the instructor of record for a course must meet SACSCOC credential requirements for teaching at the appropriate level as outlined in policy ACAF 1.20 Credential Verification for Instructors of Record. Credential requirements for other program-, college-, or school-based accreditation must also be met by affiliates involved in instruction or supervision/instruction during practicum and clinical experiences.
- b. Academic affiliates do not have voting privileges for representation in the respective faculty governance body. See the relevant [Faculty Manual](#).

5. Additional Policies for University Affiliates who are not U.S. Citizens

University employees sponsoring academic affiliates who are not U.S. Citizens must also follow the policies concerning international collaborations; see https://sc.edu/about/offices_and_divisions/research_compliance/international_collaboration/index.php for further details.

E. Terms of Appointment

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.

- 1. Sponsoring units must indicate the type and length of appointment on the Affiliate eForm in PeopleSoft HCM.

2. Sponsoring units are expected to monitor all ongoing affiliate appointments for accuracy and to maintain up-to-date records on all affiliate appointees.
3. The university (or its delegated authority as defined in policy section D) reserves the right to modify and/or eliminate privileges extended to any affiliate at any time, for any reason, without prior notification. Affiliate appointments are made at the discretion of the university (or its delegated authority as defined in policy section D), and may be withdrawn at any time, for any reason at the discretion of the university (or its delegated authority as defined in policy section D).

F. Student Affiliates

Student Affiliates in the Banner Student Information System are students who do not enroll in USC Courses, but do utilize resources and services such as housing, dining, and Carolina Card. The only current examples of Student Affiliates in the Banner Student Information System are Gamecock Gateway Students.

Student Affiliates are added into the Banner Student Information System by the Office of Undergraduate Admissions through an application process. These students are assigned to the education level of Student Affiliate which allows students to appear in downstream auxiliary systems such as housing, dining, and Carolina Card.

PROCEDURE

A. Academic and Non-academic Affiliates

1. The sponsoring unit must submit the Affiliate eForm in Peoplesoft HCM.
2. Background Checks and Job References

No additional background checks are required for current USC employees seeking affiliate status on another USC campus or for affiliate appointments for recently retired faculty members (within 12 months).

Departments utilizing volunteers who routinely interact with employees or students in a non-public setting and/or enter non-public areas of university facilities unsupervised will be required to obtain background checks on such affiliates/volunteers. The Division of Human Resources will work with these departments to help them obtain applicable background checks. Verification of a comparable or more extensive background check from an affiliate's primary employer may be substituted for the background check performed by USC upon approval by the Division of Human Resources. (See policy [HR 1.90 Job Reference and Background Checks: Affiliates/Volunteers](#))

Job reference and criminal background checks must be conducted for all academic affiliates involved in instruction (waived for recent retirees). It is the sponsoring unit's responsibility to ensure background screenings are requested.

3. Affiliate appointment records should be maintained and monitored by the sponsoring unit.
4. The University or sponsoring unit may terminate an affiliate appointment at any time. In the event of any early termination, the sponsoring unit must submit the Affiliate Update/Terminate eForm in PeopleSoft HCM. This submission will trigger termination of the standard access and related entitlements through the Identity Management system.
5. Prospective Affiliates Who Are Not U.S. Citizens
 - a. For non-U.S. Citizens, the sponsoring unit must complete the [Affiliate Appointment Letter](#) and [Intent to Appoint Non-U.S. Citizen Affiliate Form](#) for immigration and research security compliance purposes. These documents must be approved by the sponsoring unit’s dean (non-U.S. citizen academic affiliates) or VP (non-U.S. citizen non- academic affiliates).

The sponsoring unit must contact the Human Resources Office of International Services (HR-OIS) prior to extending an offer/appointment.

- b. If it is expected that the prospective affiliate will be involved in restricted research or accessing USC systems from outside of the U.S., the unit must contact the Office of Research Compliance in advance of extending an offer. If the affiliation will include access to research involving specified information, technologies, or commodities subject to export control regulations (and not exempted as “fundamental research”), prior federal approval is required before allowing international persons to participate in the research, before partnering with an international company, or before sharing research results in any manner (including by publication or presentation at conferences) with persons who are not U.S. citizens.

For guidance on limitations to access to technology and export control subjectivity. See: <http://orc.research.sc.edu/export.shtml> and https://www.sc.edu/about/offices_and_divisions/research_compliance/international_collaboration/index.php for additional information.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

- [ACAF 1.20 Credential Verification for Instructors of Record](#)
- [HR 1.90 Job Reference and Background Checks](#)
- [STAF 1.01 Registered Status for Religious Affiliates](#)
- [UNIV 1.51 Data and Information Governance](#)
- [UNIV 1.52 Responsible Use of Data, Technology, and User Credentials](#)
- [HCM PeopleSoft Affiliate Appointment eForm Guidelines](#)
- [Intent to Appoint Non-U.S. Citizen Affiliate Form](#)
- [Affiliate Appointment Form](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
July 19, 2012	New policy

October 10, 2016	Policy revised to reference related policy, ACAF 1.20 Credential Verification for Instructors of Record
January 22, 2024	Policy revised to update implementation of PeopleSoft HCM and OIM systems.