

Policies and Procedures for Affiliated Faculty Appointments
Department of Soil and Water Science

Adopted July 5, 2001
Amended September 10, 2007

Amended April 29, 2010 (Ma, Li, Obreza, and Ogram)

♦ *Purpose and Guiding Principles:*

Affiliated faculty have academic appointments in the Department, but do not occupy tenure-track budgetary lines assigned to the Department. The reason for such an appointment is a **mutually beneficial relationship** in which the appointee actively participates, at some explicit level, in the programs of the Department. That participation will generally be of a nature that requires formal affiliation recognized by the University, e.g., teaching a course or supervising graduate students as opposed to guest lecturing. Many collegial relationships can be mutually beneficial and highly productive to the mission of the Department, but may not require formal academic affiliation, e.g., collaboration on research. The purpose for these policies and procedures is to define the various appointments, their associated rights and responsibilities, and how they are to be evaluated when proposed and thereafter. No written document, however, can substitute for the good judgment and character of the faculty in making decisions on a case-by-case basis.

The first guiding principle is that faculty members are individually responsible for their collegial relationships, and are accountable to their fellow Department members for the relationships they ask the Department as a whole to embrace. Therefore, each affiliated faculty member *must* have an official sponsor from among the line faculty. That sponsor should serve as the affiliated faculty member's champion and should be held accountable by his or her peers.

The second guiding principle is that clear expectations of a relationship foster performance, acceptance, and goodwill. The converse is also true. Therefore, the sponsor must specify, to the satisfaction of his or her colleagues, the expectations held for an affiliated faculty appointment, and how well those expectations are being met.

The overriding principle is that we, the core faculty of this Department, choose to accept individual responsibility for making these relationships work. And, when they do not, we have the personal integrity to admit that.

The remainder of this document defines the categories of affiliated faculty appointments, their attendant rights and responsibilities, and the procedures for nomination, appointment, and review.

♦ *Academic Titles and Modifiers*

Affiliated faculty members have the same academic titles and ranks as do line faculty, but their titles are preceded by an official modifier. Together the modifier and title designate a class of qualifications, rights, and responsibilities. The IFAS Administrative Handbook lists 19 academic titles and 11 modifiers. The Department of Soil and Water Science uses those defined below.

Academic Titles

Assistant Professor, Associate Professor, Professor

These traditional academic ranks require a Ph.D. in a discipline appropriate to the Department, or the highest degree available in an appropriate professional field. The appointee participates in the full mission of the Department through some combination of teaching/curriculum participation, research, and service/extension. These titles are tenure earning except when modified as described below.

Assistant Scientist, Associate Scientist, Scientist

These academic ranks require a Ph.D. in a discipline appropriate to the Department, and are considered **exclusively research positions**. With respect to training and experience, the ranks are equivalent to those in the professorial titles. The scientist titles are **non-tenure accruing**, and are **not time-limited**.

Assistant-In, Associate-In

These academic ranks apply to qualified people serving **an individual faculty's program**, and are **funded exclusively from contracts and grants**. An Assistant-In requires a Master's degree in an appropriate area of specialization or a bachelor's degree plus three years of related professional experience. An Associate-In is a promotion from Assistant-In, and requires a Master's degree plus three years of related experience or a Bachelor's degree plus five years of related experience. These are **non-tenure accruing, non-time limited titles**.

Academic Modifiers:

Joint

A modifier of the three professorial titles used exclusively for faculty **whose budget line and tenure rests in another academic department** of the University of Florida. Joint appointments are **full participants** in the Department of Soil and Water Science, and have **all rights and responsibilities of this Department's** tenure-track faculty. Joint appointees may not serve as outside members of graduate committees.

Affiliate

A modifier of the three professorial titles used exclusively for faculty whose **budget line and tenure rests in another academic department** of the University of Florida. Affiliate appointees **participate in research and the curriculum of the Department** of Soil and Water Science on an **infrequent** or occasional basis, but have no vote in departmental affairs. Affiliate appointees may not serve as outside members of graduate committees.

Visiting

This modifier of the three professorial titles has several applications. As a salaried line position it is limited to three years (may be extended for an additional two years with approval

by the Office of Academic Affairs). It is non-tenure accruing, although time accrued as Visiting may count toward tenure if the faculty moves into a tenure-track position. This modifier can **be used for sabbatical visitors or for temporary replacement** faculty. It is also used while **foreign nationals, hired as faculty, await their permanent residency**. Visiting faculty may also be appointed on OPS rather than a salaried line, in which case OPS rules govern duration of the appointment.

Research

This modifier of either the professorial ranks or the scientist ranks indicates that the appointee is **engaged primarily in research and is paid from contracts and grants**. Research appointments are **non-tenure** accruing and are **not time-limited**. However, time in a Research faculty position can be negotiated toward tenure, with approval of Academic Affairs, at the time of appointment to a tenure-track position.

Adjunct

This modifier is not used by the Department, given all the other titles and modifiers that are more descriptive of actual functions and relationships.

Courtesy

This modifier of the three professorial ranks is used for colleagues who participate in the **complete** mission of the Department, but **who are not actual University of Florida employees**, e.g., personnel of the Natural Resources Conservation Service, Agricultural Research Service, etc. **The Courtesy modifier should not be used with any of the Scientist titles as a means of laundering contracts and grants through the Department**. The process of promotions within this modifier is discussed below.

♦ ***Rights and Responsibilities:***

Academic rights and responsibilities seem to be interchangeable, except that rights are activities that are **allowed**, whereas responsibilities are activities that are **expected**. The University of Florida sets certain rights and responsibility standards, but allows each department to be more stringent. Ours are summarized in **Table 1**. The rights and responsibilities to be considered in making an academic appointment to our Department include, but are not limited to those listed in Table 1.

Principal Investigator on contracts and grants

Only faculty at the rank of Assistant Professor and above can serve as P.I., **unless specific approval is obtained** from the University VP, (e.g., Assistant-Ins require approval). Furthermore, approval is required for all Visiting, Adjunct, and Courtesy appointments regardless of rank. Courtesy appointments especially are questioned. The Research modifier, however, allows for P.I. status without a waiver.

Chair of graduate committees

Once an academic affiliation has been established by a department (regardless of title) and once Graduate Faculty Status (GFS) has been approved by the Graduate School, anyone can be the sole chair of a graduate committee, as far as the University is concerned. In our department, **affiliate faculty** may serve as either chair or co-chair of graduate committees. **Courtesy faculty** may apply for the right to chair graduate committees, subject to a positive vote

by two thirds of the eligible faculty. Applicants to chair graduate committees must have demonstrated prior involvement in graduate student education, such as participation on graduate committees and/or serving as co-chair of a student's committee. They are otherwise restricted to **the role of Co-Chair**. The applicants should have served on at least two committees before applying to chair a committee. Joint faculty can chair committees within the Department, but because of their formal departmental affiliation, cannot serve as outside members of graduate committees within the Department.

Graduate committee membership

Once someone has an academic affiliation and Graduate Faculty Status, they can serve as committee members. **This is one common justification for granting an academic affiliation; however Research Scientist appointments are excluded from this participation.**

Faculty of record for courses

Joint, Affiliate, Visiting, Research, and Courtesy faculty can serve as the faculty of record for formal course offerings. Of course, we can invite anyone we want to be guest lecturers in our own courses. Collaborating on courses with faculty from other departments does not require/justify Joint or Affiliate status.

Vote on Promotion and Tenure

Only Joint faculty may vote along with the Department's line faculty on promotion and tenure. Only faculty of higher rank can vote on promotion, and only tenured faculty can vote on tenure.

Internal affairs of the Department

Only Joint and Research Professor Faculty members may vote with the Department's line faculty on matters concerning the internal affairs of the department, e.g. policy, faculty appointments, search and screen, etc. Others may assert their positions on issues through their line faculty sponsors.

♦ **Appointment Procedures**

Research and Visiting Appointments

They require the action of a formal search and screen committee, including advertisements, solicitations, and interviews. As such, prior review by the Affiliated Faculty Committee would be superfluous and contrary to the intent of the affirmative action requirements. Faculty members wanting to create such a position with extramural funds or wanting to nominate a colleague for these types of appointment must justify it directly to the Department Chair, and ask that a search and screen committee be convened. Normally, the initiating faculty member would serve as the committee chair. That search and screen committee would be charged with essentially the same function as the Affiliated Faculty Committee, to ensure that an explicitly and mutually beneficial relationship is established with someone seeking an affiliation with this Department. As with the other types of appointments, the recommendation of the search and screen committee would be subject to a vote of the faculty.

Joint, Affiliated, and Courtesy Appointments

a. Criteria for nominating Affiliated/ Courtesy faculty

Before nominating someone for Affiliated/Courtesy faculty, please consider the following three criteria:

- (1) Past accomplishment, e.g., peer-reviewed publications
- (2) Current involvement with the department, e.g., serving on student's committee and collaborating on grant application
- (3) Future benefits to the department, e.g., bring funding

b. Nomination by faculty

The appointments require a nominating letter from the sponsor to the Affiliated Faculty Committee (AFC), along with the nominee's curriculum vitae. An effective nominating letter should do the following:

- (1) Name the person and the specific title being requested.
- (2) Highlight the academic qualifications of that individual.
- (4) Explain the relationship between the nominee and the sponsor, i.e., how well known.
- (5) **Explicitly** state how the nominee will participate in the Department, and when.
- (6) Clarify any departmental resources to be committed to that person, once appointed.
- (7) The nominator should be a full-time faculty member within SWSD.

c. Review by the committee

The AFC will review nominations, and may take one of three actions by a majority vote:

- (1) Return the nominating packet to the sponsor with guidance of how to strengthen the nomination
- (2) Move the nomination forward to the Administrative Affair Committee (AAC) with a Committee recommendation of approval. The AAC will bring the issue to a faculty meeting to seek vote of the eligible faculty.
- (3) Move the nomination forward to the AAC with a Committee recommendation of denial. The AAC will bring the issue to a faculty meeting to seek vote of the eligible faculty.

If, in the Chair's judgment, action (1) would be the likely outcome of a Committee vote based on a particular packet, the Chair may ask the sponsor to participate in the Committee meeting to clarify mutual benefits or to address any questions. The sponsor would not normally have a vote, unless already appointed to that committee.

If action (2) is taken by the Committee, the Department Chair or Committee Chair will invite the applicant to present a seminar to the department. Following the seminar, the Committee Chair will make the appropriate motion at the next general faculty meeting. Two-thirds of the eligible faculty must vote yes to accept the Committee's recommendation (written proxies are acceptable). The Department Chair will communicate the results to nominee and, as appropriate, make the formal appointments with the University.

♦ **Review and Reappointment:**

Affiliated/Courtesy faculty

Each faculty sponsor is responsible for reviewing the incumbent's performance relative to the expectations of the nomination. At the appropriate faculty meeting, each sponsor then summarizes the accomplishments and plans of their appointee, and makes a motion to either reappoint the incumbent or rescind the Affiliated/ Courtesy status.

The appointment will be for six years with a mid-term review according to procedures consistent with the rights and responsibilities of their titles.

- 1) The appointment will expire when the sponsor no longer supports the nominee.
- 2) The appointment will expire when the nominee fails the mid-term review. During the mid-term review, the sponsor will send one-paragraph letter to the AFC highlighting the current activities of the appointee in the department.
- 3) The appointment will expire at the end of six years unless action is taken by the sponsor to renominate the nominee, which will be reviewed and processed the same as new nomination. However, no seminar is required in this case.
- 4) During mid-term review, should the nominee be inactive based on the three criteria outlined on page 5, termination recommendation will be sent to AAC. Termination will become effective based on majority vote of AFC and AAC.

Affiliated faculty promotion

Affiliated faculty seeking promotion (e.g., Affiliate Assistant Professor to Affiliate Associate Professor) should present a seminar to the department prior to a vote by faculty of the rank or higher for which the promotion is requested. A positive vote will require support of two-thirds of the eligible faculty.

Joint Faculty

They have their primary annual faculty review in their home departments, generally similar to that of line faculty in our own Department. In addition, the Chair of the Department of Soil and Water Science will conduct an annual review of each Joint faculty member's accomplishments and plans consistent with the annual review of SWS line faculty. In the case of Joint appointees, however, the nominating letter will be used to establish expectations for the appointment, and the Chair should seek input from the sponsor. The Department Chair may directly reappoint the incumbent for another year or, with good cause, make a motion at the appropriate faculty meeting to rescind the joint status.

*Research, Visiting Faculty, and Assistant-Ins**

They are **reviewed annually by the Department Chair** according to the same procedures as line faculty. These reviews must include participation of the sponsor, and consideration of available funding. If the review is favorable and funds available, the Chair may reappoint the incumbent for another year. If funding derives from a contract or grant that has another faculty member as Principal Investigator, the PI must also approve the reappointment. With good cause, the Department Chair or sponsor may make a motion at the appropriate faculty meeting to rescind the Research, Visiting, or Assistant-In status.

***Assistant-Ins** are not under the purview of the Affiliated Faculty Committee for their initial appointments, but nevertheless are reviewed and considered for reappointment annually.

TABLE 1 RIGHTS AND RESPONSIBILITIES OF AFFILIATED FACULTY¹

Modifier of Rank ²	Principal Investigator	Chair. Grad. Committee	Curriculum Involvement	Vote on Promotion/Tenure	Vote Internal Dept. Affairs
Joint	yes	yes	yes	yes	yes
Affiliate	yes	yes	yes	no	no
Visiting Research	As Co-P.I.	As Co-Chair	yes	no	yes/no ⁴
Professor	yes	yes	yes	no	yes
Scientist	As Co-P.I.	no	no	no	no
Adjunct	Modifier not used by the Soil and water Science Department				
Courtesy	As Co-P.I.	yes	yes	no	no
Assistant-In ³ , Associate-In	no	no	no	no	no

¹ Rights and responsibilities, or privileges and expectations of mutual benefit of the appointee and the Department, must be specific in the original nomination by a line-faculty sponsor, and upon approval be succinctly stated by the Department Chair in a letter to the appointee

² Modifiers are to be applied only to the ranks of Assistant Professor, Associate Professor, and Professor, all of which indicate commitment to the complete mission of the Department. The exception is the Research modifier applied to Assistant Scientist, Associate Scientist, or Scientist, which indicates strictly a research function under the sponsorship of another faculty member.

³ Assistant-In/Associate-In is technically an academic rank rather than a modifier, but is included here to clarify their academic rights and responsibilities within the Department.

⁴ Voting privileges apply to non-U.S. citizens hired as tenure-track faculty but assigned the Visiting modifier while their residency status is being established.