

## Processes for Appointment of Affiliates External\* to the University (1.23.2026)

Persons not in an employee or student relationship with the university may become “Affiliates” under the sponsorship of CPH units, with provost or other university approval. Affiliates by definition are not paid by the university. Depending on the role/service they perform, Affiliates are either Contract Affiliates or Faculty Affiliates (alternatively called Affiliate Contractors or Affiliate Faculty, respectively). The CPH process for requesting each status follows.

\*Faculty employed by one unit of the university may become affiliates of another unit, but that arrangement/process is not addressed in this document.

### **Faculty Affiliates (Affiliate Faculty)**

Faculty affiliates are individuals who will perform faculty-related activities: serve on dissertation committees, interact with students to the benefit of instruction, collaborate on research, etc., and who, to perform that role, need access to GMU email account and/or other systems. Their professional credentials will be evaluated and approved by the Office of the Provost.

Three items should be submitted to the Assoc. Dean for Faculty Affairs:

- A recommendation memo signed by the unit chair/director is supplied by a CPH academic unit or faculty member. Please use the template below that is appropriate to the situation.  
[Affiliate Faculty recommendation memo for general collaboration](#)  
[Affiliate Faculty recommendation memo for dissertation committee service](#)
- Current CV from the candidate
- [Affiliate Information Form](#) filled out by candidate. (Only updated information is needed in the case of a renewal.)

NOTE: Faculty Affiliate terms are limited to a maximum of one year. (Dissertation committee service, 3 years.) All parties bear responsibility for tracking renewal needs. One-month notice is advised for renewal requests.

### **Contract Affiliates (Affiliate Contractors)**

Contract Affiliates are individuals who are associated with the university by virtue of a separate contract/agreement to perform a service. They are typically paid for their service, but not directly by GMU. Payment contracts have been set up by the unit via Fiscal Services, OSP, etc., to pay a third-party to pay the affiliate. Contract Affiliates require GMU email/credentials in order to perform their contracted service. Examples include Sentara instructors and workers hired from an outside temp agency during vacancies. The Provost does not review these requests; a properly executed contract approved by Fiscal Services, etc., serves the equivalent purpose.

Banner processing of Contract Affiliates is handled by CPH departmental/school units. Units should keep adequate documentation of the reason and/or authorization for affiliate status for use as reference if called for in the university's annual audit.

Units might find this [Affiliate Information Form](#) helpful for collecting candidate data.

NOTE: Contractor Affiliate terms are limited to a maximum of one year or the length of the contract/agreement, if shorter. All parties bear responsibility for tracking renewal needs.