

Policy 1337
Affiliates

Date of Current Revision: November, 2008
Responsible Officer: Director of Human Resources

1. PURPOSE

This policy is designed to establish the rules and procedures for the university's designation of an individual as a University Affiliate.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia section 23-164.6; 23-9.2:3. The Board has delegated the authority to manage the university to the president.

3. DEFINITIONS

Affiliate:

An individual who has a formal affiliation with the university, and receives some services from the university, but is not a student or employee of the university, and receives no remuneration from the university (*Formal affiliation means that a necessary relationship exists between the University and the individual to provide a service of value to the University*).

NOTE: this policy does not apply to faculty members who affiliate within the university with other academic units.

Affiliate Coach:

An individual who has been designated by JMU Intercollegiate Athletics as a volunteer coach in the Intercollegiate Athletics Department.

Contractor Affiliate:

An individual who is employed by a contractor working on the university campus and assigned to work on the university campus in departments such as food services, the credit union, the bookstore, mail services, telecommunications, or on construction sites.

Campus Minister:

An affiliate who has been designated by the Student Organization Services office as a recognized minister to an official student religious organization.

Emeritus Staff:

A retired member of the classified staff or Administrative and Professional Faculty of the university who has been granted emeritus status.

Emeritus Faculty:

A retired member of the faculty of the university who has been granted emeritus status.

Foundation Affiliate:

An individual who is employed by the James Madison University Foundation for the purpose of fund-raising and is assigned to work on the university campus through the Division of University Advancement.

Health Services Affiliate:

An individual who is designated by an office on campus as a volunteer or working on assignment to provide services to such departments as the Office on Children and Youth, or the Virginia Center For Health Outreach.

IT Affiliates

Information Technology contractors and/or vendors who have an established, on-going relationship with the university to deliver information technology services in support of their application(s) or under contract for services based on a statement of work. The affiliate relationship is based on either a contract with dates that are either fixed or based on contract with a yearly review and/or renewal. Affiliate status is provided in support of the specified statement of work and resulting schedule or the vendor contract and will not exceed one year without deliberate renewal of the affiliate status by IT.

Military Science Affiliate:

An individual who is employed by the United States armed services and assigned to work on the university campus in the Military Sciences Department.

President's Office Affiliate:

An individual who has been designated by the President's office as a recognized affiliate of the university.

Sponsored Program Affiliate:

An individual who is working on campus, usually with university faculty members on research pursuant to a sponsored program, project, contract, or grant, but is not employed by the university.

Short-Term Affiliate:

An individual who has a formal affiliation with the university, and receives some services from the university on short-term basis and may provide a variety of services for mutual benefit. These individuals may be students or faculty from other institutions studying or involved in research or a project at JMU or employees transitioning in or out of the University who require occasional visits and/or communication with the university on a temporary basis. Short-Term Affiliates must have an end date on the affiliate form of not more than sixty (60) days and may be renewed on an as needed basis with the approval of both the department head and Human Resources.

State Auditor:

An individual who is employed by the Auditor of Public Accounts and assigned to work temporarily on the university campus.

Student Organization Affiliate:

An individual who is designated by the Student Organization Services office as a volunteer for a registered student organization.

Teacher in Residence:

An individual who is employed by a school district in the Commonwealth of Virginia and who volunteers to work with students in the College of Education.

Visiting Professor:

An individual who is employed by another university but is temporarily working on the JMU campus.

4. APPLICABILITY

This policy applies to all affiliates and to all services provided by the university for any Affiliate.

5. POLICY

University affiliates must be sponsored by a department of the university. The sponsoring department will determine which services will be made available to each affiliate, depending on the relationship of the affiliate with the university, as deemed appropriate by the university. The university reserves the right to modify and/or eliminate services to any affiliate without prior notification. Affiliate status is at the discretion of the university, and may be withdrawn or removed at any time at the option of the university.

6. PROCEDURES

In order to grant affiliate status and services to an individual, the department sponsoring the affiliate must complete an Affiliate Service Request Form. The form must be signed by the department head and approved by the department head's supervisor up to and including the appropriate division head and kept on file in the sponsoring department. Once the requesting department has obtained the signatures for their internal "hard copy" documentation, the form may be submitted electronically to Payroll for entry into the PeopleSoft Human Resources/ Payroll system. Affiliate status will normally become effective within seven working days after receipt of the form..

Requests for specific services for an affiliate are on listed on the Affiliate Service Request Form. The sponsoring department must designate which of the following service(s) are to be provided for the affiliate:

- Eligibility to purchase a parking hang tag
- Inclusion in the campus directory
- JMU e-id
- JACard
- Library privileges
- UREC access

Short-Term Affiliates, depending on their length and type of service, may not receive all of the above affiliate services but only those that are necessary to complete the service they are providing to the University.

All departments reserve the right to allow or disallow services to affiliates according to need and relationship with the University.

Once an affiliate's relationship with the university ends, all access to university owned/operated systems is immediately terminated.

7. RESPONSIBILITIES

It is the responsibility of the affiliate-sponsoring department to initiate the Affiliate Service Request Form. It is also the responsibility of the sponsoring department to notify payroll when the individual no longer has affiliate status or when services to the individual are to be stopped. The sponsoring department must maintain a file for all affiliates it sponsors, including copies of the documents authorizing the affiliate to receive services or access to systems.

It is the responsibility of the administration, up to and including the division heads, to approve affiliate status and appropriate services or access for individuals sponsored by departments within their division.

Payroll is responsible for entering the data from the affiliate request form into the PeopleSoft system, and for modifying the system once notified of the termination of affiliate status or services.

Human Resources will produce an annual report by org/unit for each department head of affiliate sponsoring departments to review the current affiliate status and make appropriate changes in the PeopleSoft Human Resources/Payroll system.

8. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment for employees who do not adhere to this policy.

9. EXCLUSIONS

This policy does not apply to faculty members who affiliate within the university with other academic units.

This policy does not apply to the spouses or family members of university employees and/or spouses and family members of affiliates in their use of UREC facilities. The policies and procedures of UREC concerning spouse and family use of the UREC facilities is separate and apart from these provisions. See <http://www.jmu.edu/recreation/>.

10. INTERPRETATION

The authority to interpret this policy rests with the President, and is generally delegated to the Director of Human Resources.

Previous Version: February, 2007

Approved by the President: February, 2006