

**Policy 1337  
Affiliates**

**Date of Current Revision: March 2022  
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 § 23.1-1600; § 23.1-1301. 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.*)

**Criminal Background Check**

A review of an individual's record of criminal convictions, traffic violations, and the National Sex Offender Registry.

**Highly Confidential Data**

As described in JMU Policy [1205](#) - Data Stewardship Policy, highly confidential data is any university data which, because of its associated legal restrictions or potential security ramifications, is authorized for use **only** on a very limited basis and **only** with special security precautions. When associated with name or other personal identifier, the following data are classified by the university as highly confidential:

- Banking Information (account/routing detail)
- Biometric Identifiers
- Credit Card/ Procurement Card Information
- Driver's License Number
- Passport Number
- Personal Health Information
- Social Security Number (Vendor ID)
- TIN/ Vendor ID that is SSN
- VISA Number

**Minor**

Any person under the age of eighteen years.

### **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, faculty, or employees transition in or out of the university and require occasional visits 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 90 days, and may be renewed on an as needed basis with the appropriate approvals.

## **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 university department. The sponsoring department will determine which services will be made available to each affiliate, depending on their relationship with the university. The university reserves the right to modify or eliminate services to any affiliate without prior notification. Affiliate status is at the discretion of the university, and may be withdrawn at any time at the option of the university.

Affiliates are required to abide by all of the university's policies, and they have no reasonable expectation of continuation of affiliate status.

## **6. PROCEDURES**

To request affiliate status and services for an individual, the department sponsoring the affiliate initiates an electronic [Affiliate Hire Form](#) and enters email addresses of up to four department approvers, one of whom must be assistant/ associate vice president, dean, or vice provost, and clicks Submit. The department approvers entered on the form will then sequentially receive a link via email to access the form and approve or deny the submitted form. Once the final department approver (assistant/ associate vice president, dean, or vice provost) approves the form, the form will route to Human Resources and Payroll Services for processing. Affiliate status will normally become effective within seven working days after the form has moved appropriately through the approval process. See the [Affiliates of the University website](#).

Specific services available to an affiliate are listed on the Affiliate Hire Form. The sponsoring department must designate which of the following service(s) are to be provided for the affiliate:

- Email
- JACard
- Library
- Parking

All departments providing services reserve the right to allow or deny services to affiliates according to need and relationship with the university.

Affiliates are required to change their password every 90 days. Email and eID accounts are automatically removed when required password changes are ignored over a period of one year. Timely password changes are important because the JMU eID (also called "username" in some

applications/systems) is the electronic identification that provides access to password protected websites and services, such as MyMadison, important software downloads, and JMU's Official Wireless network for email. Email notifications are sent periodically to remind individuals to change the password to avoid losing eID account and email access permanently.

Each individual being considered for affiliate status who associates directly with minors or who is granted access to highly confidential data is required to have a criminal background check. Sponsoring departments indicate the need for a background check when completing the Affiliate Hire Form. After Human Resources receives the Affiliate Hire Form, the affiliate will receive an email directly from JMU's criminal background check vendor Truescreen with instructions on how to initiate their criminal background check. If the affiliate does not respond to this request within seven calendar days, a reminder email will be sent to the affiliate as well as the sponsoring department. If the affiliate fails to respond to the reminder within seven calendar days, Human Resources will deny affiliate access for the individual. Approval for affiliate status is contingent on the results of the criminal background check. Departments will pay for the background checks for their affiliates.

Once the affiliate initiates the background check, Human Resources, will analyze the results, and will make the determination of eligibility for affiliate status under the terms of Policy [1321](#) - Criminal Background Checks. Should Human Resources determine that the individual is not eligible for affiliate status, Human Resources will communicate that determination to the sponsoring department, and the sponsoring department will not be allowed to extend affiliate status to the individual.

## **7. RESPONSIBILITIES**

Affiliates are responsible for abiding by university policies. Affiliates are responsible for changing their eID password upon notification, which occurs every 90 days.

Sponsoring departments are responsible for:

- Establishing any additional expectations for their affiliates prior to submitting the Affiliate Hire Form
- Initiating the Affiliate Hire Form via the link on the Affiliate website
- Paying for criminal background checks
- Timely initiation of Affiliate status Updates, Renewal, and Termination Forms via the links on the Affiliate website

The assistant/associate vice president, dean, or vice provost is responsible for reviewing requests for affiliate status and for approving services for individuals sponsored by departments within their division.

Human Resources is responsible for reviewing the Affiliate forms, for arranging for the criminal background check to be conducted for affiliates upon notification by the Affiliate Hire Form and for maintaining the records as required under the guidelines of Policy [1109](#) - Records Management. HR will notify the sponsoring department if it is determined that the individual is not eligible for affiliate status.

Payroll Services is responsible for entering the data from the Affiliate Hire Form into the Human Resource Management System, and for modifying the system once notified via the appropriate form of the update, renewal, or termination of affiliate status or services.

## **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. Affiliates who violate university policy may lose their affiliate status.

## **9. EXCLUSIONS**

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

## **10. INTERPRETATION**

The authority to interpret this policy rests with the president and is generally delegated to the director of human resources.

**Previous Version:** April 2017

**Approved by the president:** February 2006