

# THE UNIVERSITY OF ARIZONA

## AFFILIATE/ASSOCIATE APPOINTMENT FORM Non-Salaried Appointments Only

Personal/Department Information			
<b>Last Name:</b>	<b>First Name:</b>	<b>MI:</b>	
<input type="checkbox"/> <b>Fiscal</b> <input type="checkbox"/> <b>Academic</b>	<b>Start Date:</b>	<b>End Date:</b>	
(If Available) <b>PCN:</b>		<b>EID:</b>	
<b>UA Department:</b>	<b>Dept #</b>	<b>PO Box #</b>	

University Affiliate Status (Noted as Status Code "F" in PSOS)	
Affiliates are <i>select</i> individuals from institutions, hospitals and clinics that have been afforded contractual affiliate status by the Office of the Provost. For a current list of affiliate institutions, refer to the HR website at <a href="http://www.hr.arizona.edu/03_hire/volGuidelines.php#affil">http://www.hr.arizona.edu/03_hire/volGuidelines.php#affil</a>	
<input type="checkbox"/> <b>Title: "University Affiliate"</b> OR <input type="checkbox"/> <b>UA Title:</b>	
<b>Affiliate Institution:</b>	<b>Dept #</b>

University Associate Status (Noted as Status Code "N" in PSOS)	
University Associates include non-salaried principal investigators, visiting scholars, instructors, and other guests (approved by the Provost) who are directly engaged in the research and academic mission of the University of Arizona. (Check appropriate title below)	
<input type="checkbox"/> <b>UA Associate, Research</b> <input type="checkbox"/> <b>UA Associate, Instruction</b> <input type="checkbox"/> <b>UA Associate, Guest</b> <input type="checkbox"/> <b>Visiting Scholar</b>	
<input type="checkbox"/> <b>Principal Investigator</b> OR <input type="checkbox"/> <b>UA Title:</b>	

Volunteers (Not Maintained in PSOS)	
Departments may also sponsor other volunteers whom do not meet the criteria for affiliate or associate appointments, but perform duties for the University without expectation of compensation, benefits or employment. Departments should retain a Volunteer Agreement Form on file for insurance and liability purposes. Net ID, email accounts and a CatCard may be obtained by the sponsoring department at <a href="https://sitelicense.arizona.edu/acctadmin/sponsormemo.html">https://sitelicense.arizona.edu/acctadmin/sponsormemo.html</a>	

<b>Affiliate/Associate Procedures:</b> (a) Prepare a memo, Affiliate/Associate Appointment Form, Affiliate/Associate Information Form, Letter of Association or Affiliation and attach a curriculum vitae/resume (if applicable). (b) Forward research Affiliates and Associates to the Vice President for Research Office (VPR), Admin 601. (c) Forward instructional Affiliates and Associates to the Vice Provost for Instruction Office, Admin 501. (d) Forward College of Medicine Affiliates and Associates to the COM Dean of Academic Affairs Office, AHSC 2205. Affiliate/Associate Forms and offer letter templates can be accessed at <a href="http://www.hr.arizona.edu/forms.php#recruit">http://www.hr.arizona.edu/forms.php#recruit</a>
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Our college/unit accepts oversight responsibility for this individual including, but not limited to, financial liability for unrecoverable library fines and costs. <b>Preparer:</b>	<b>Phone:</b>	<b>Date:</b>
<div style="border-top: 1px solid black; width: 100%;"></div> <b>College VP/Dean or Affiliate Institution Approver Signature</b>	<div style="border-top: 1px solid black; width: 100%;"></div> <b>Date</b>	

<div style="border-top: 1px solid black; width: 100%;"></div> <b>VP For Research/Provost/COM Academic Affairs Approver Signature</b>	<div style="border-top: 1px solid black; width: 100%;"></div> <b>Date</b>
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