



SUBJECT: Professional Affiliate Appointments	CATEGORY: Academic – Programming	NO. A-1.20
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PREAMBLE

SIAS values the building of collaborative partnerships between professionals in the practice/workplace sectors and our faculty, staff and students. The professional affiliate appointment at SIAS assists in enhancing and maintaining high standards of education consistent with SIAS’s goals, and commitment to consultation, collaboration and partnerships with business, industry, professional associations and the workplace. A professional affiliate appointment at SIAS formally recognizes their contribution to SIAS.

DEFINITION

Professional Affiliate – individuals whose knowledge, experience, and expertise will make a significant contribution to the academic division/program. Professional affiliates are not employed as faculty members and do not receive financial remuneration.

POLICY

Professional affiliate appointments are made to formally recognize non-salaried individuals for their contribution to SIAS as a speaker, guest lecturer, consultant, research associate or mentor.

Professional affiliate appointments and reappointments are recommended by the dean of the academic division and approved by the senior vice-president, academic, and if applicable, the appropriate administrator/employer.

PROCEDURES

- Professional affiliate appointments are based on the following criteria:
 - Opportunities to develop and/or strengthen relationships/partnerships among faculty/students and administrators/employers.
 - Opportunities for recruitment of faculty.
 - Enhancement of SIAS’s profile.

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- Relevancy of current education to the changing needs in employment settings/systems is ensured.
 - Knowledge and information exchange between faculty and field practitioners is enhanced.
 - Support for development of research-based practice where applicable.
 - Applied research in partnership with industry/sectors is facilitated.
2. The dean will send a letter of invitation to the potential appointee outlining the potential for creating a mutually beneficial relationship and indicate activities which may be of interest to the potential professional affiliate. The roles may include, but are not limited to, consultant, mentor, research associate, guest lecturer, speaker, field guide or preceptor for students.
 3. The invitee will be asked to submit a resume or curriculum vitae and outline his/her own goals for developing and maintaining this relationship with the academic division.
 4. The dean will forward a letter of recommendation of appointment to the senior vice-president, academic outlining the roles and responsibilities of the professional affiliate, along with the benefits to the division/program. Supporting documentation such as the curriculum vitae should be included.
 5. The senior vice-president, academic will formally confirm the appointment with the individual nominated for professional affiliate designation and inform the president and chief human resource officer of the appointment.
 6. Professional affiliates are appointed for a three-year term and are eligible for re-appointment.
 7. At the end of a three-year term, the dean may initiate the re-appointment process with the appointee. If the individual is seeking re-appointment, discussions will be held on potential roles/activities.
 8. Each year, SIAST faculty member(s) and/or dean will hold a meeting with the professional affiliate to discuss accomplishments to date and future activities.

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