

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

**The conditions and terms of the offer being made to you are outlined below:**

Position/Rank: \_\_\_\_\_

Academic Department: \_\_\_\_\_ Academic College: \_\_\_\_\_

Start Date: The appointment will begin on \_\_\_\_\_

It is an **affiliate** appointment, ending on \_\_\_\_\_

Special Conditions: \_\_\_\_\_  
\_\_\_\_\_

This appointment is offered subject to the approval of the State Board of Regents, subject to the continuing availability of funds, and subject to lawful work eligibility upon the start of employment.

Appointment offered by: \_\_\_\_\_

**Department Chair**

\_\_\_\_\_

**Date**

Offer approved by: \_\_\_\_\_

**College Dean**

\_\_\_\_\_

**Date**

*Appointee agrees to assign, and does hereby assign, intellectual property developed in the course of employment to Iowa State University when such intellectual property is owned by the University in accordance with University policies. Appointee further agrees to execute assignment documents necessary to secure intellectual property protection for University-owned intellectual property. University may direct that assignments be made to the Iowa State University Research Foundation. Appointee further understands that third parties may have intellectual property rights pursuant to a contract and grant, and agrees to assign, and does hereby assign, such intellectual property rights to Iowa State University so that it can comply with such commitments. Appointee agrees that University may assign its rights to such third parties and may direct appointee to sign appropriate documents in favor of third parties to comply with the terms of a grant or contract.*

*I have read and I understand the offer and its terms and conditions, and I agree to these terms and accept this offer. The terms of this offer may be modified only by subsequent written agreement signed by both parties. Further, I understand that this agreement is made in accordance with the policies found in the Iowa State University Faculty Handbook and the Policy Library, which are subject to routine review and amendment. I understand that a basic term and condition of my employment requires my compliance with the Iowa State University Faculty Handbook and the Policy Library, now in effect and as hereinafter amended.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Soc Sec. No. \_\_\_\_\_

**Note:** Disclosure of your Social Security Number (SSN) is not required by law upon acceptance of a job offer. Iowa State University requests you provide your SSN at this time in order that various administrative processes, including establishing your payroll/personnel record, can be initiated. The privacy and confidentiality of your SSN is protected by Federal and State law and will not be disclosed without your consent except as allowed by law.

**PLEASE NOTE:** Affiliate appointments carry no obligation for renewal, so that no special notification of intent not to renew is necessary. Persons on affiliate appointments are not considered to be members of the General Faculty and have no voting rights in faculty matters, nor does service in these positions accrue time toward tenure.

*Copies to: Appointee, Department Chair, Dean; original to Provost Office.*

## IOWA STATE UNIVERSITY POLICY FOR VISITING, AFFILIATE AND COLLABORATOR APPOINTMENTS

Visiting appointments are normally intended to provide special input into the teaching or research program of the department. Persons holding either unpaid or paid visiting appointments are subject to university and faculty policies.

An unpaid, visiting faculty appointee is not an employee of the university. An unpaid, visiting appointee cannot be the instructor of record for a class. A visitor is usually a member of the faculty of another institution and is appointed at the rank held at that institution. A visitor may, however, also come from business, industry, or government, in which case the appointment is at a rank consistent with the individual's professional experience. The initial term of an unpaid visiting appointment is one year or less, with renewal possible for a second and final year. No notification of intent not to renew is required.

A paid, visiting faculty appointee is an employee of the university. If the visitor is employed as a member of the faculty of another institution, then the rank offered at ISU should be similar to the rank held at the home institution. The initial term of a paid visiting appointment is one year or less, with renewal possible for a second and final year. No notification of intent not to renew is required. The person is not considered to be tenured at Iowa State, nor is the visiting appointment considered to be service in a probationary period leading to tenure.

Affiliates are persons appointed to the faculty without financial obligation on the part of the university, to carry out scholarly activities from which both the individual and the department will benefit. Affiliate appointments are unpaid, usually part-time appointments granted to persons who are typically employed elsewhere and who provide academic service to the university in furtherance of the research or graduate education mission of the university. Faculty rank will reflect scholarly qualifications equivalent to those of similar rank in the department. Appointments may be made for a term of up to five years, and renewal is possible. The conditions of the appointment, including the extent to which the department will provide support services for the individual, are stated in a written Affiliation Agreement signed by both parties at the time of the appointment. An affiliate is not considered to be tenured, and time spent in affiliate status is not considered to be service in a probationary period leading toward tenure. As a non-employee, an affiliate faculty member cannot be the instructor of record for a class.

The provisions of this document must comply with university personnel policies. Questions regarding compliance will be reviewed by the Provost as chief personnel officer of the university, in consultation with the appropriate dean.

For additional information concerning the terms incorporated in this appointment, please refer to the ISU Faculty Handbook and relevant policy statements of the university (certain provisions of which are abstracted on the back of this form).