



CRITERIA FOR THE APPOINTMENT OF AFFILIATE FACULTY In the School of Aquatic and Fishery Sciences (SAFS)

Per University Handbook, Chap. 24, "Appointment and Promotion of Faculty Members", Section 24-34 (Qualifications for Appointment at Specific Ranks and Titles), subsection B.4., Vol II-32:

"Appointment with an *affiliate* rank requires qualifications comparable to those required for appointment to the corresponding rank. It recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University. Affiliate appointments are annual: the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held."

THE APPLICANT SHOULD HAVE ALL OF THE DEGREE QUALIFICATIONS PLUS EVIDENCE OF INVOLVEMENT FOR THE LAST 3 YEARS IN SOME MIX OF THE FOLLOWING CRITERIA; OR A PERSON WITH A LONG RECORD OF SAFS AFFILIATION OVER 5 OR MORE YEARS.

1. Currently serving, or has served within the last 3 years, on a graduate student committee (either M.S. or Ph.D);
2. Helped to support a student(s) (e.g. research assistantship, etc.) within the last 3 years;
3. Supervised an internship (graduate or undergraduate) within the last 3 years;
4. Significant participation in SAFS regularly scheduled course(s) or a series of lecturing the last 3 years.

The publication record will be judged according to Section 23-34 B.4. except under extenuating circumstances.

STEP 1: PRELIMINARY REVIEW

The faculty member recommending an affiliate appointment should first consult the Director or the School Council for an informal evaluation of whether the proposed candidate meets the general requirements, *before* asking the proposed affiliate to prepare materials. Please send the SC and Director a brief letter outlining your nominee's fit to criteria and their CV. If the SC and Director agree, you may proceed to Step 2 and collect appointment documents.

STEP 2: FORMAL REVIEW OF DOCUMENTS REQUIRED WITH APPLICATION:

The School Council and Director will review the application materials listed below. If the application is supported, the School Council will make a motion to the faculty to appoint the candidate, and the SAFS faculty will vote.

1. Letter from the candidate listing specific student involvement per 1-4 above;
2. One letter of recommendation (minimum) from a faculty member in SAFS nominating the candidate – the letter of recommendation should propose a rank for the candidate (affiliate assistant professor; affiliate associate professor; affiliate professor)
3. One letter of recommendation from outside of the University of Washington;
4. Current curriculum vitae, publication list included;
5. Optional: copies of publications.

STEP 3: APPROVALS

If the SAFS Director, School Council, and faculty approve, the Director will write a letter to the Dean of the College of the Environment recommending the appointment. If the Dean approves the appointment, the package including all recommendations will be sent to Academic Human Resources for approval. The whole process can take up to a year, due to annual review cycle.