Process for Appointing Affiliate Faculty, Research Faculty and Joint Appointments

Section 1: To be completed by nominating faculty

Nominee's Name: _____   Current Position: _____

Nominating faculty member _____   Department _____

Type of Appointment (select one)

Affiliate[1] _____   Research professor[2] _____   Joint Appointment[2] _____
(Indicate assistant, associate or full)

For your justification, please describe the benefit of this appointment to Mines (address at least some of these questions). Also, please complete the checklist that follows your justification.

- How will it enhance Mines' science and technology strategy?
- How will it help create new science, and enhance the reputation of both institutions?
- How will it build specific collaborations in an area of strategic importance to Mines?
- How will it grow new programs because of access to specific sponsors through the laboratory?
- How will it help retain key faculty by providing new opportunities?
- How will it develop a student pipeline for the future workforce in a specific area?

Justification: (*feel free to attach document to this application (1/2 page should be sufficient)*

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Expectation checklist (please check all that apply):

_____ Serve as PI on Mines proposals (only research faculty eligible)

_____ Serve as co-PI on Mines proposals (only research faculty and joint appointees eligible)

_____ Serve as primary advisor to graduate students (research faculty and joint appointees eligible if they have GFS[3]; joint appointees must have a Mines faculty co-advisor)

_____ Serve as co-advisor to graduate students (Research faculty and joint appointees eligible)

_____ Serve on graduate student committees

_____ Collaborate with Mines faculty in some capacity

_____ This appointment with Mines may be approved for up to three years. What is the duration of time required to meet the objectives of this appointment (please indicate the timeframe)?

Period of appointment: Start date: _____ Finish date: _____ (typically 1 - 3 years)

Section 2: To be completed by Department Manager or designee

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[1] Requires nomination by a faculty member to the DH and approval by the DH and Dean.

[2] Requires nomination by a faculty member, circulation of CV, seminar (including one-on-one or group meetings with faculty if desired). After completing these steps, the department P&T committee chair conducts a faculty vote where 2/3 approval by the department T/TT faculty is required, followed by both DH and Dean approval.

[3] GFS is graduate faculty status as defined in the faculty handbook.

Check List for Research Faculty and Joint Appointees:

1. Biosketch/CV, official nomination (this form) and any supporting documentation provided to department P&T chair for dissemination to faculty

2. Seminar held for faculty/students (note date, time, location and faculty in attendance). Provide short justification if waiving seminar for any reason

3. Meetings held with nominee (note date, time, location and list faculty who participated)

4. At least 2/3 of faculty in favor (provide voting details

5. Department Head, Dean and Provost approval

6. Source of funds if remunerated

7. ORA/HR/AA sign off

Check List for Affiliate Faculty:

1. Biosketch/CV, official nomination (this form) and any supporting documentation provided to department head

2. Department Head and Dean approval

Renewal Process

For renewals of various appointments, sponsoring faculty must provide a progress update on the appointment and describe (1) what was achieved because of the appointment and how the it has met the expectations described in the original justification, and (2) the goals for the appointment in the next phase including a clear plan of the strategy to achieve these goals. Please limit your comments to less than a page.