

College of Health and human sciences

*Office of the Dean*

**To**: HHS Unit Heads

**From**: Tom Berndt, Associate Dean for Administration

**Date**: March 12, 2019

**Subject**: Procedures for Approval of Appointments of Affiliate Staff

When recommending the appointment of affiliate staff, HHS unit heads should proceed as follows:

1. The unit head should first confirm that the proposed appointment is consistent with University policy. The relevant policy is available at <https://www.purdue.edu/policies/human-resources/c-12.html>.
2. If the proposed appointee is from a foreign country, the appointee would be moving to Purdue, and the head has confirmed that the proposed appointment is consistent with University policy, the head should work with the department’s liaison with the Office of International Students and Scholars (ISS) to ensure that a restricted party screening of the person is conducted.
3. If the proposed appointment is consistent with University policy and the proposed appointee is a U.S. citizen, the head should send a request for the appointment to the HHS Associate Dean for Administration with a brief statement of the rationale for the appointment, the curriculum vitae of the proposed appointee, and a draft of the offer letter to that person. If the proposed appointee is not a U.S. citizen and would be moving to Purdue, these materials should be sent to the associate dean after the ISS has approved the request to send an offer letter to the person. The offer letter must be consistent with the template on the HHS business office website (at <https://www.purdue.edu/hhs/faculty/business_office/positions/index.html>). Do not extend the invitation beyond the dates in which the appointee will be in their principal contact’s direct supervision or responsibility.
4. The associate dean will confirm that the dean approves the recommended appointment and report back to the head (with a copy to the college’s business office), who may then send the offer letter to the proposed appointee.
5. Once the proposed appointee replies affirmatively to the offer letter, the head will forward that reply to his or her business manager. Then the business manager will prepare the form needed to document the appointment.

Please let me know if you have any questions about these procedures.