

**To:** HHS Unit Heads

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

**Date:** November 29, 2022

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

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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/vib3.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 (<https://www.purdue.edu/IPPU/ISS/Scholar/liaisons.html>) 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 contain (1) the full name of the person, the person's home institution, and the Purdue University host and department; (2) a brief description of the visitor's anticipated work assignment; (3) a statement that the appointment is contingent on the receipt of a valid visa from the US government; and (4) dates of anticipated arrival and departure. The template of the offer letter for affiliate staff must be consistent with the template on the HHS business office website (at <https://hhs.purdue.edu/wp-content/uploads/2022/03/Affiliate-Staff.docx>). The template of the offer letter for affiliate faculty can be found on the Provost's website here: <https://www.purdue.edu/provost/faculty/department-heads/offer-letters.html>. Do not extend the invitation beyond the time frame that the visitor will be in your 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 affirmative to the offer letter, the head will forward that reply to his or her business manager. Then the business manager will prepare any forms needed to document the appointment.

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