Process Memo for University Affiliates

Non-appointed, non-paid, non-benefit eligible professionals who are remunerated by a third-party source external to UTEP may participate as faculty scholars and researchers in UTEP laboratories or other appropriate offices or facilities upon designation as a University Affiliate in accordance with the following process and requirements:

• To secure permission for a University Affiliate (Affiliate) to operate on UTEP’s campus, the requesting UTEP Department must first obtain approval of the proposed arrangement from the Dean, followed by approval from the Provost’s Office.

• Once approval has been obtained, the Department must draft a letter of agreement or offer to the Affiliate outlining the Affiliate authorization and arrangement.

• The letter of agreement shall indicate that the Affiliate’s appointment shall not exceed a one-year period and may be terminated at the sole discretion of UTEP.

• The requesting UTEP Department is responsible for securing a Criminal Background Check (CBC) for the Affiliate to be conducted and processed in accordance with University Policy and as applicable, must obtain validation of the appropriate Visa authorizing the Affiliate to be in the U.S., and such must be presented to UTEP Human Resources (HR) for review and approval.

• The Department’s College Administrative Officer (CAO) must create a Sponsored Account for each Affiliate by submitting an Affiliate Credential Request Form through PeopleSoft. The form may be found under the “Resources” section, and will require the attachment of a scanned copy of the Affiliate’s government-issued photo ID.

• HR will record this individual as an Affiliate in PeopleSoft, so that access privileges may be granted. No employment relationship with the Affiliate is implied or established by this action, and the Affiliate shall in no way be considered an employee of the University.

• HR will inform the requesting Department when the Affiliate has been cleared to be present on UTEP’s campus to perform his or her respective functions.

• By completing the proper paperwork and being officially classified as Faculty Affiliates, Affiliates will be able to be issued the following, whose costs, if any, will be borne by the requesting UTEP Department:
  ▪ Miner Gold Card;
  ▪ Keys/ID access to authorized facilities, laboratories, and classrooms;
  ▪ Technology User ID/Password, to prevent faculty from violating policy by sharing their own personal user information; and
  ▪ Parking, if necessary.

The purpose of the above process is to minimize potential liability or risk to the University, appropriately designate certain individuals who are authorized to be on UTEP’s premises in a non-employment capacity as University Affiliates, advise the designated University Affiliates regarding the limits of their permissions, and provide certain limited privileges in connection with such designation (e.g., keys, identification badges, use of University computers, phones, or other UTEP-provided resources).

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