

Policy Name	<b>Professional Affiliate Appointments</b>		
Policy #	111	Category	<b>Academic</b>
Policy Sponsor	<b>Associate Vice-President, Learning and Teaching</b>	Previous Revision Date	<b>April 27, 2012</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>June 4, 2020</b>
Procedures Approved by	<b>Provost &amp; Vice-President, Academic</b>	Review Date	<b>June 2025</b>

See the related [POLICY](#).

### DEFINITIONS

**Professional Affiliate** – individuals whose knowledge, experience, and expertise will make a significant contribution to the academic division/program. Professional affiliates are not employed as faculty members and do not receive financial remuneration.

### PROCEDURES

- Professional affiliate appointments are based on the following criteria:
  - Opportunities to develop and/or strengthen relationships/partnerships among faculty/students and administrators/employers.
  - Opportunities for recruitment of faculty.
  - Enhancement of Saskatchewan Polytechnic profile.
  - Ensuring relevancy of current education to the changing needs in employment settings/systems.
  - Enhancing knowledge and information exchange between faculty and field practitioners.
  - Support for development of evidence-based practice where applicable.
  - Facilitating Applied research in partnership with industry/sectors.
  - Facilitating engagement in scholarship.
- The dean or associate vice-president will send a letter of invitation to the potential appointee outlining the potential for creating a mutually beneficial relationship and indicate activities which may be of interest to the potential professional affiliate.
- The roles may include, but are not limited to, consultant, mentor, research associate, guest lecturer, speaker, field guide or preceptor for students.
- The dean or associate vice-president will forward a letter of recommendation of appointment to the provost and vice-president, academic outlining the roles and responsibilities of the professional affiliate, along with the benefits to the division/program. Relevant supporting documentation (e.g. curriculum vitae, recommendation form) should be included.
- The provost and vice-president, academic will formally confirm the appointment with the individual nominated for professional affiliate designation and inform the president and chief human resource officer of the appointment.

6. Professional affiliates are appointed for a three-year term and are eligible for re-appointment subject to mutual agreement.
7. At the end of a three-year term, the dean or associate vice-president may initiate the re-appointment process with the Professional Affiliate. If the individual is seeking re-appointment, discussions will be held on accomplishments to date and potential for future roles and activities.
8. Professional affiliates will be apprised of Saskatchewan Polytechnic Code of Conduct.