

PROCEDURES

Policy Name	Professional Affiliate Appointments		
Policy #	111	Category	Academic
Policy Sponsor	Associate Vice-President, Learning and Teaching	Previous Revision Date	June 2020
Policy Approved by	President & CEO	Revision Date	February 6, 2025
Procedures Approved by	Provost & Vice-President, Academic	Review Date	February 6, 2030

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 academic 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 associate vice-president, Human Resources 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's Code of Conduct.