

Affiliate Faculty Guidelines & Procedures

[UW Faculty Policy and Procedures Chapter 5.13](#) states:

An affiliation allows a faculty member or a member of the academic staff to be associated with a department without governance rights or a continuing departmental commitment. Affiliations may be granted by the departmental executive committee to probationary and tenured faculty and to academic staff for a specified term of not greater than three years.

Procedure for Applying to be Affiliate Faculty in the Department of Integrative Biology (iBio)

Any UW-Madison faculty member can apply for consideration of affiliate status by the iBio Executive Committee. Faculty interested in becoming affiliate faculty in Integrative Biology should contact an iBio faculty member who would be interested in sponsoring them for consideration. They should send a CV to the faculty member and a brief (1-2 page) summary of how their research and scholarship will benefit from being affiliated with Integrative Biology, as well as how they see themselves contributing to our mission. If the faculty member anticipates accepting graduate students through our degree program, a rationale for how this will benefit the students, faculty member, and department should be provided. In addition, if the prospective affiliate can envision collaborating and/or teaching with a particular member(s) of the Department of Integrative Biology, the prospective affiliate should feel free to provide those details as well.

The sponsoring iBio faculty member presents the case for granting affiliate status at a faculty meeting, circulating the CV and summary statement, and explaining the partnership possibilities. After faculty discussion of the prospective affiliate faculty member, the department determines if there is sufficient interest in the possible affiliate faculty appointment. If there is interest in a possible affiliate faculty appointment, then the prospective faculty member must present a research seminar for Integrative Biology faculty. This seminar can be at our Biology Colloquium or at another scheduled talk on campus that iBio faculty can attend.

After the prospective faculty member's talk, the faculty will vote on whether to grant the affiliate faculty appointment. If the vote is positive, the appointment will be referred to the L&S Dean's Office for approval. The appointment is good for 3 years (see Renewal and Review, below).

Renewal and Review of Faculty Affiliates

Every three years, the affiliate faculty must request a renewal of their affiliate status. Their request will be reviewed by the iBio Executive Committee and will be based on a review of the annual summaries submitted by the affiliate faculty (see Expectations of Faculty Affiliates, below).

Rights Conferred by Affiliate Faculty Status

Faculty affiliates may refer to themselves as Affiliate Faculty in the Department of Integrative Biology. Faculty affiliates may also accept graduate students through our program (the Zoology Graduate Program). iBio will list affiliate faculty on our department [website](#). Like iBio faculty, a faculty affiliate may also apply for departmental funds available to assist with recruiting new graduate students

into the Zoology Graduate Program. Students of affiliate faculty who are in the Zoology Graduate Program are also able to apply for support through our program (e.g., teaching assistantships). Although the affiliate faculty member (rather than our department) is expected to be the primary source of support for his or her graduate students, students may also apply for internal competitive funding opportunities available through our program (e.g., funds for travel to meetings, research support). Affiliate faculty status does not carry iBio faculty or iBio Executive Committee voting rights, nor does it come with office space, administrative or computer support, telephone toll charges, postage, or office supplies. In situations where resources are limited, priority may be given to iBio faculty instead of affiliate faculty.

Expectations of Faculty Affiliates

Each faculty affiliate must submit annually a brief (1-2 page) summary of their activities over the previous year that relate to Integrative Biology. For example, we ask that affiliate faculty highlight their participation in Integrative Biology (e.g., attending faculty meetings, serving on departmental committees, attending graduate-student recruitment events), their contributions to our mission (e.g., teaching co-listed classes, leading graduate seminars), the achievements of any graduate students they have in our graduate program (e.g., publications, presentations), and other activities that highlight their contribution to our department. If the faculty member is supervising graduate students in our program, we strongly encourage the students to be actively involved with other students in the program (e.g., by participating in the iBio graduate student organization ZooGSO). Affiliate faculty annual reports should be emailed to Julie Lindsey (iBio Department Manager, jlindsey@wisc.edu) by August 1 each year and will be reviewed by October 15.

Please note that affiliate faculty who wish to take graduate students through our department (the Zoology Graduate Program) should appreciate that the Zoology Graduate Program has its own stipulations, and these may differ from their program. For example, if a faculty member in Department X notes that it is typical for students in their program to take 8 years to Ph.D., the faculty member must accept that the Zoology program stipulates 5 years as the typical time to Ph.D. (i.e., the rules of your home department's graduate program may not be the same as those in the Zoology program, so make sure you are willing to accept those rules before you become a zero-time appointee for the purposes of putting students through our program). The Zoology Graduate Program has also retained the requirement for having five faculty on PhD advisory committees, and it requires annual meetings of the committee and progress reports.

Revocation of Affiliate Status

The iBio Executive Committee reserves the right to immediately revoke affiliate status if a faculty affiliate is not contributing to the mission of our department. Examples of factors that may warrant revocation of affiliate status include, but are not limited to: a pattern of poor mentorship and/or student performance, if the affiliate faculty is deemed unfit to mentor by their home department, or if the affiliate is formally suspended from their home department.