



## Affiliate Faculty Guidelines & Procedures

### UW Faculty Policies & 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.*

**Preamble.** Interest from faculty across campus in becoming an affiliate faculty member and trainer of Integrative Biology Graduate Program students has grown. Interest comes primarily from campus faculty who value the flexibility of our graduate program and who wish to advise students whose research does not align well with their primary department or degree program affiliation. Given that Integrative Biology is both a department and a degree program, our guidelines were updated in spring 2023 to clarify the rights and expectations of affiliate faculty in iBio. *Updated policies and procedures take effect with new admissions beginning in Fall 2023 and will not affect students already in or accepted to our graduate program.*

### Timeline and Procedure for Applying to be Affiliate Faculty in Integrative Biology

**Annual timeline.** For new trainers to recruit graduate students prior to the December 1 application deadline, approvals must occur by the end of the preceding academic year. Thus, prospective affiliates must meet our requirements prior to mid-April of any given year and should start the process early.

**Process.** Any UW-Madison faculty member can apply for consideration of affiliate status by the iBio Executive Committee. Faculty interested in becoming affiliate faculty in iBio should contact a current iBio faculty member who would be interested in sponsoring them for consideration. They should send to the sponsor their current CV and a brief (1-3 page) statement that:

- explains why they seek affiliate status;
- provides evidence of successful training, mentoring, and support of their graduate students (e.g., funding, fieldwork or travel, laboratory work, etc.);
- describes how their research and scholarship will benefit from an affiliation with iBio, including details of any potential research collaboration or teaching with members of the iBio department;
- summarizes current and pending research support; and
- states how they will contribute to our departmental mission.

The sponsoring iBio faculty member then presents the case for granting affiliate status at a meeting of the Executive Committee, circulating the CV and application statement, and explaining the partnership possibilities. After faculty discussion of the prospective affiliate faculty member, the department sponsor determines if there is sufficient interest in the possible affiliate faculty appointment. If interest

is sufficient, the prospective faculty affiliate must present a research seminar for the iBio faculty. This seminar can be at our Biology Colloquium or at another scheduled talk on campus that Integrative Biology faculty can attend, and it should be recorded and made available for viewing by faculty unable to attend in person.

After the prospective faculty affiliate's seminar, the iBio Executive Committee 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 will be good for 3 years (see Review and Renewal, below).

### **Rights Conferred by Affiliate Faculty Status**

Faculty affiliates may refer to themselves as Affiliate Faculty in the Department of Integrative Biology and will be included on the iBio department's web page. Faculty affiliates may request to admit graduate students through the Integrative Biology Graduate Program. 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.

### **Expectations of Affiliate Faculty Trainers**

**Graduate student mentorship.** Affiliate faculty who wish to take graduate students through the Integrative Biology Graduate Program should appreciate that the program has its own stipulations that may differ from their program. For example, if PhD students training in the faculty member's home department typically take 8 years, the affiliate faculty member must accept that iBio stipulates 5 years as the typical time to PhD completion. The Integrative Biology Graduate Program has also retained the requirement for having five faculty on PhD advisory committees. The program also requires annual meetings of the committee and annual progress reports (due by May 1) from every graduate student. Prospective affiliate faculty must accept our program guidelines before becoming an affiliate faculty member for the purpose of mentoring students through iBio graduate degrees. Program information can be found by scrolling down on the [Integrative Biology Degree Information and Grad Resources](#) web page; see especially Forms & Links.

Affiliate faculty members can advise a maximum of two Integrative Biology graduate students at a given time. If an affiliate faculty member already has two Integrative Biology students during the fall admission cycle, they must provide assurance that at least one of their current Integrative Biology students will complete their degree by the end of spring semester. Exceptions can be made upon request by approval of the Integrative Biology Graduate Program Executive Committee.

**Formal agreement.** Affiliate faculty members will sign an agreement with iBio when a new graduate student starts under their mentorship. This brief form will confirm their agreement to abide by the Integrative Biology graduate program guidelines, timelines, and requirements; to fund their graduate student; and to engage meaningfully with our program/department. Program requirements are outlined in the [Integrative Biology Graduate Handbook](#).

**Graduate student recruitment.** The Integrative Biology graduate program hosts an interview/recruitment event for prospective graduate students annually in early February. Affiliate faculty who are interested in a prospective Integrative Biology graduate student may request an invitation for one prospective student each year. The program has a fixed amount of recruitment funds,

and while we try to honor all requests, priority is given to iBio Department faculty. If an affiliate faculty member has a prospective student participating, the affiliate faculty member shall participate in the faculty events and ensure that their prospective student participates in the student events.

**Graduate students transferring between degree programs.** If an iBio faculty affiliate wishes to have a current graduate student at UW-Madison transferred from another degree program into the Integrative Biology degree program, approval by the Integrative Biology Graduate Admissions Committee is required. The student should make their full initial application to UW-Madison available to the Integrative Biology Degree Program and provide a current CV, a statement of research interests, and rationale for requesting transfer to Integrative Biology. The faculty affiliate advisor for the student must provide a funding plan, as is required for admission of all new students, and must commit to the requirements of the Integrative Biology program and the policies and procedures in this document.

**Graduate student stipends.** All Integrative Biology graduate students who are supported by an RA must be paid at least the current rate established for the Integrative Biology degree program, which is adjusted annually. Our RA rate is tied to the monthly TA stipend; we consider this a necessity so that students are not faced with stipends that vary when they move from one appointment to another (e.g., from TA to RA), which is common within our program.

**Responsibilities for funding.** Trainers must agree to fund the students who matriculate our program, including stipend, fringe, tuition, and summer support. The affiliate faculty member is expected to contribute substantively to the support of their students. All requests to admit new graduate students to our degree programs must include a funding plan (at least three years for prospective PhD students and two years for MS students) before students will be admitted to our program. However, the iBio program offers the following support for graduate admissions.

- Guaranteed TA support. Affiliate faculty can request up to two academic years of guaranteed TA support for a PhD student and one academic year of guaranteed TA support for a MS student. However, the Graduate Admissions Committee will retain the ability to consider additional guaranteed support for incoming students, based on particular circumstances.
- Additional TA support. The TA support guaranteed at admission does not preclude additional opportunities to TA, and historically the iBio department has been able to offer such additional TA support. Thus, Integrative Biology students of affiliate faculty may apply for departmental TAs for additional semesters. Application deadlines are announced each spring and fall.

**Access to iBio department resources.** Department resources are primarily available to support the research and scholarly activities of our faculty members and their graduate students, who are matriculated in a variety of different degree programs. Thus, we expect graduate students of affiliate faculty members to seek support from their PI and the PI's home department, as is common in other graduate programs across the campus. However, iBio does not preclude requests for supplemental support as follows.

- Conference travel. All Integrative Biology graduate students may apply for JJD support to present their research at professional meetings and conferences. Applications are open twice per year. If department resources are limited, students of iBio faculty will receive priority.
- Summer support. Resources for summer support will remain prioritized for students of iBio faculty, regardless of the student's degree program. Departmental summer support for graduate students is never considered as routine or expected. Rather, these resources aim to support (a) new student-

led initiatives that are critical for the student's education and for which the PI does not have funding, and (b) insurance against pending grants that will support the student's work (and will not be used if the grant comes through) or to bridge an unexpected gap, similar to the fall competition for faculty. Students must also be in good standing within our program to receive support. Students of affiliate faculty members are eligible to apply for summer support given these guidelines and priorities.

**Mentor training.** Regular and affiliate iBio faculty members are required to attend a faculty mentoring workshop at least once every five years. Mentor training for another department or graduate degree program on campus will also meet the iBio requirement.

### **Review and Renewal of Faculty Affiliates**

**Annual activities report.** Each faculty affiliate should submit a brief (1-2 page) summary of their activities over the previous year that relate to Integrative Biology. For example, these can highlight participation in iBio activities (e.g., attending faculty meetings, serving on committees), contributions to our mission (e.g., teaching co-listed classes, leading graduate seminars), achievements of their Integrative Biology graduate students (e.g., publications, presentations), and any other activities that contribute to our department mission. Annual reports are required and will be reviewed by the Integrative Biology Graduate Program Executive Committee.

- Submission: Annual reports should be emailed to Julie Lindsey, iBio Department Administrator (jzlindsey@wisc.edu) by May 1 each year.

**Triennial renewal.** Affiliate faculty must request a renewal of their affiliate status every three years. Their request will be evaluated by the iBio Executive Committee and will be based on a review of the annual summaries submitted by the affiliate faculty (see Expectations of Affiliate Faculty, above).

### **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; failure to adhere to any of the expectations described above (e.g., failure to submit annual activities reports); if the affiliate faculty is deemed unfit to mentor by their home department; and if the affiliate is formally suspended from their home department.

**Policies and procedures approved by the Integrative Biology Executive Committee,  
September 12, 2023**