



*The UNIVERSITY of OKLAHOMA*  
*Mewbourne College of Earth and Energy*

TO: Directors  
Mewbourne College of Earth and Energy

FROM: Mike Stice   
Dean

SUBJ: Affiliate Appointment for Visiting Scholars

An affiliate appointment is an appointment conferred to a person who meets the Unit's professional qualifications and has been offered special privileges at the University of Oklahoma. The purpose of this memo is to state the conditions under which affiliate appointments are made.

### **Policy**

Although these appointments come with no OU requirements for salary, there are other factors such as administrative costs, space, access to University facilities such as email, phones, etc. These appointments will only be extended to individuals who have the potential to enhance the academic life of the faculty and students in the Unit. Requests must be submitted one semester in advance of the potential visit.

### **Guidelines**

- The University and the affiliate faculty member each reserve the right to terminate the affiliate appointment at any time for any reason with or without notice.
- One such appointment per faculty member may be permitted at any given time, but a second appointment can be approved at the discretion of the Dean and Directors.
- Affiliates are not allowed to invite other scholars to join them at OU to assist with their work in a non-official capacity. This type of "unofficial" activity is not appropriate, and could jeopardize the original affiliate appointment.
- Each Academic Unit has a limit of five Visiting Scholars at any given time.

### **Procedure**

- The School should forward the request using the "Request for Visiting Scholar" form to the Dean for approval.
- A paper ePAF is prepared with "no pay" to make the appointment with the appropriate signatures and routing.