



Senior Affiliate Faculty Policy

March 18, 2016

Updated August 28, 2017

Per recent changes to the Board of Trustees (BOT) policies (formerly the *Administrative Manual*), any affiliate faculty member who has completed seven consecutive years as an affiliate may apply to be appointed to the position of *Senior Affiliate Faculty*. (See [BOT, Section 4.3.1.A.](#)) Only affiliates that also meet the university's [Faculty Qualifications Policy](#) may be considered for promotion to Senior Affiliate.

University policy requires the candidate to:

1. Apply for this promotion to the appropriate dean;
2. Provide evaluation materials including peer and student teaching evaluations, syllabi and other teaching materials, and a personal statement or self-evaluation; and
3. Be reviewed by the department, or an appointed committee of the department, focusing on evidence of successful teaching.

The process noted above, including all of the required materials, is equivalent to the department's existing process for affiliate contract renewal (attached). Therefore, the Mathematics Department will recommend promotion to Senior Affiliate for all affiliate faculty who:

- a) Have completed seven consecutive years of service as a GVSU affiliate faculty member prior to the academic year in which the application is made;
- b) Request to be considered for promotion by April 1;
- c) Are recommended for a 3-year contract renewal in either the year of application or one of the two preceding years; and
- d) Meet the university's Faculty Qualifications Policy.

Examples:

- An affiliate faculty member who is being reviewed for a 3-year contract renewal in their eighth (or greater) consecutive year of service as an affiliate may request, by April 1, to be promoted to Senior Affiliate. The unit head will recommend promotion provided that the 3-year contract renewal is also recommended.
- An affiliate faculty member who has completed seven or more consecutive years as an affiliate may request appointment to Senior Affiliate, even if they are not being reviewed for contract renewal in the year of application. The request must be made by April 1, and the unit head will recommend promotion if the previous review (either the year before or two years before) resulted in a 3-year contract renewal.
- An affiliate faculty member who is in their seventh consecutive year as an affiliate may not apply for promotion to Senior Affiliate. They must *complete* their seventh year before applying.