

Policy 2-2.1 Rev.
Date: July 26, 1983

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Subject: PROCEDURE FOR RECORDING AFFILIATIONS OF PERSONNEL NOT PAID BY THE UNIVERSITY

I. PURPOSE

To describe the procedure for recording the Telops Master File (university telephone directory maintained by the Telecommunications Office) the names and campus addresses of regular and auxiliary faculty members and other personnel affiliated with, but not paid by, the university.

II. POLICY

- A. The university accords faculty appointments and privileges to properly qualified individuals who, though not employed by the university, are assigned or recruited to perform faculty functions.
- B. Certain staff privileges are extended to individuals, designated by the cognizant vice presidents, who work on the campus, in the University Research Park or elsewhere, but who are not employed by the university (see [PPM 2-48](#) and related sections for benefit eligibility).

III. PROCEDURE

- A. The names and campus addresses of auxiliary faculty not paid by the university are entered in the Telops Master File from the Telops copies of the Auxiliary Faculty Appointment form (available from the vice president for academic affairs office.)
- B. The names and campus addresses of regular faculty not paid by the university are entered in the Telops Master File from properly completed Faculty/Staff Employee Records forms (available from the vice president for academic affairs office) approved by the cognizant vice president (academic affairs or health sciences) or the vice president's designee.
- C. The names and campus addresses of all other personnel not paid by the university are entered in the Telops Master File from properly completed Faculty/Staff Employee Record forms approved by the director of personnel administration.
- D. Changes in existing entries on, or deletions from, the Telops Master file are made from properly completed and approved Faculty/Staff Employee Record forms.
- E. Periodic reviews of the Telops Master File will be made at least semi-annually by authorized representatives of the vice president for academic affairs and the vice president for administrative services. Names of persons no longer affiliated with the university will be removed from the file.

Approved by Cabinet: 6/2/83