

Policy 5-118: Procedure for Recoding Affiliations of Personnel Not Paid by the University

Revision #0. Effective date: June 2, 1983.

- I. Purpose and Scope 1
- II. Definitions 2
- III. Policy 2
 - A. Policy 2
 - B. Procedure..... 2
- IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources 3
- V. References 3
- VI. Contacts 3
- VII. History 3

I. Purpose and Scope

A. 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 individuals affiliated with, but not paid by, the university.

B. Scope

[reserved]

II. Definitions

[reserved]

III. Policy

A. Policy

1. 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.
2. 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 Policy 5-308 and related sections for benefit eligibility).

B. Procedure

1. 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.)
2. 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.
3. 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 Vice President for Human Resources.

4. Changes in existing entries on, or deletions from, the Telops Master file are made from properly completed and approved Faculty/Staff Employee Record forms.
5. 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.

Parts V-VII of this Regulation are regulations resource information – the contents of which are not approved by the Academic Senate or Board of Trustees and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules. [reserved]
- B. Procedures, Guidelines, and Forms. [reserved]
- C. Other Related Resources. [reserved]

V. References

[reserved]

VI. Contacts

The designated contact officials for this regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Director of Employment Services for Human Resources
- B. Policy Officer(s): Vice President for Human Resources

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

A. Current version. Revision 0.

1. Effective June 2, 1983

2. Editorial Revisions

a. Editorially revised March 3, 2023 to move to current regulations template.

b. Editorially revised October 11, 2011 to reflect the changes in Employee definitions as set forth in Policy 5-100

B. Previous versions.

C. Renumbering

1. Renumbered from Policy and Procedures Manual 2-2.1