



OP 32.02 UNIVERSITY AFFILIATES & GRANTING OF AFFILIATE STATUS

PURPOSE

The purpose of this Operating Policy and Procedure (OP) is to define affiliates and the procedure by which affiliate status is granted along with the benefits and responsibilities associated with that status.

POLICY/PROCEDURE

The University may recognize persons who are authorized to receive certain university privileges that are typically granted only to those with an official academic or employment relationship.

An appointment as a University affiliate may be considered in the following categories: Contractor/Vendor, Academic, and Volunteer Affiliates. In all cases, the University affiliate must be sponsored by a University division, college, or department. Sponsoring units are required to determine the privileges granted to the affiliate based upon the needs of the University, division, college, or department.

Types of Affiliates:

Contractor/Vendors – Individuals and companies/corporations who have a formal procurement arrangement or contract with the University or an affiliated entity and work in university-controlled facilities providing a service including, but not limited to, information technology, food services, bookstore, construction and facilities maintenance, landscaping, and vending.

Academic – Individuals who are sponsored by an academic unit or research center who perform specific activities related to instructional and research programs. This category includes corporate and governmental partners located in MSU Research and Technology Corporation-managed facilities and University-owned facilities. These are uncompensated appointments. This status can also be granted to emeritus faculty and administrators at the request of an academic unit or university department.

Volunteers – Individuals who assist with activities across the university in volunteer service to department, program, or unit including, but not limited to, athletic coaching, health services, campus ministry, and fraternity & sorority life.

Procedure:

Sponsoring units must submit an “Affiliate Request Form” and route it through the appropriate chain of command. Annual review is required for all affiliates by the sponsoring unit.

Approved Affiliate Request Forms will then be routed to the appropriate university departments

to facilitate the privileges requested. Affiliates may be granted the following privileges, dependent upon the sponsoring unit's needs:

- University Identification Card (ID);
- Access to University libraries;
- MSU netID and email address;
- Access to specified University facilities;
- Software access; and,
- The ability to purchase a parking decal, membership to the Sanderson Center, and dining plans.

Sponsoring units are responsible for ensuring Affiliates have the necessary onboarding and ongoing training to correctly utilize and interface with University provided privileges including any background checks or necessary analysis for interacting with students and children.

Any University Affiliate who works with children and youth as part of their affiliation with Mississippi State are required to complete training at <https://www.ocrm.msstate.edu/focus-areas/children-youth>. Additional trainings may be required based upon the sponsoring unit.

University Affiliates are required to follow the policies and procedures of Mississippi State University while engaged in activities associated with their affiliate status. The University reserves the right to modify and/or eliminate privileges extended to any affiliate at any time, for any reason, with or without prior notification. Affiliate appointments are made at the discretion of the University and cannot be construed as employment or student status.

REVIEW

This OP will be reviewed every four years or whenever circumstances require an earlier review by the Provost and Executive Vice President and the Vice Presidents for Student Affairs and Finance & Administration.

REVIEWED:

/s/ Regina Hyatt 9/15/2022
Vice President for Student Affairs Date

/s/ Don Zant 9/15/2022
Vice President for Finance & Administration Date

/s/ David Shaw 9/15/2022
Provost and Executive Vice President Date

/s/ Tracey N. Baham 9/26/2022
Assistant Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 10/5/2022
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 10/24/2022
President Date