



## Affiliate Appointment Process for U.S. Citizens

Academic affiliates are individuals appointed without salary by an academic unit to voluntarily contribute to teaching, research, and scholarly initiatives. When the unit has identified an individual to collaborate on a specific project, then this individual will be onboarded as either an Academic Affiliate or a Research Affiliate.

### Process For Appointing a U.S. Citizen Affiliate

- 1) Initial Approval
  - The sponsoring faculty member must seek approval from their department chair / school director.
- 2) Submission for Dean's Approval
  - The sponsoring department / school must provide the following to HRSM HR for gaining Dean's Approval
    - Affiliate's CV
    - [Affiliate Appointment Letter](#) on HRSM letterhead for Dean's signature
- 3) Dean's Signature
  - HRSM HR will forward the signed letter to the sponsoring department / school
- 4) Affiliate Acknowledgement
  - The sponsoring must provide the following to the affiliate signature and acknowledgement
    - [Affiliate Appointment Letter](#)
    - [University of South Carolina Affiliate Information Form](#)
    - [USC Affiliate Appointment UNIV 2.50](#)
  - *Inform the affiliate of the background screening requirement, if one is needed. HRSM HR will advise.*
- 5) Final Submission to HRSM HR
  - The sponsoring department must provide the following to HRSM HR for system entry:
    - Signed Affiliate Appointment Letter by everyone
    - Signed Affiliate Information Form
    - A copy of the transcript, if the affiliate will be instructing
  - HRSM HR will initiate background screening on:
    - all new affiliates
    - those who have separated from USC more than one year
    - those who will be working with minors

## For international or non-U.S. affiliate

- 1) Initial Approval
  - The sponsoring faculty member must seek approval from their department chair / school director.
- 2) Submission for Dean's Approval
  - The sponsoring department must route the following to HRSM HR for Dean's approval:
    - A copy of the individual's CV
    - A complete [Intent to Appoint Non-U.S. Citizen Affiliate Form](#) on HRSM letterhead for Dean's signature
    - A complete [Appointment Letter](#) for Dean's Signature
- 3) Dean's Signature
  - HRSM HR will forward the signed Affiliate Appointment letter to the sponsoring department / school
- 4) Affiliate Acknowledgement
  - The sponsoring department must provide the following to the affiliate for signature and acknowledgement
    - Affiliate Appointment Letter
    - [University of South Carolina Affiliate Information Form](#)
    - USC [Affiliate Appointment UNIV 2.50](#)
  - *Inform the affiliate of the background screening requirement, if one is needed. HRSM HR will advise.*
- 5) Final Submission to HRSM HR for Entry
  - The sponsoring department must provide the following to HRSM HR for system entry, to be reviewed by the International Scholar and Student Support (ISSS)
    - Signed Affiliate Appointment Letter
    - Signed [University of South Carolina Affiliate Information Form](#)
    - A copy of the transcript, if the affiliate will be instructing
  - HRSM HR will initiate background screening on:
    - all new affiliates
    - those who have separated from USC more than one year
    - those who will be working with minors
- 6) If the non-U.S. Citizen affiliate require a visa to travel to campus to collaborate, the sponsoring department will reach out to ISSS to initiate the [Exchange Visitor Process](#). Steps include:
  - a. Initiating the **ISSS-EVP New J-1 Form**
  - b. Completing the **Supervisor Agreement & Payment** form
  - c. Advising the prospective affiliate to complete the **ISSS-EVP-J-1-Visa Eligibility Questionnaire** form for ISSS to assess visa eligibility.

Please note that ISSS will reach out directly to the sponsoring faculty member for additional information as they progress along with the process, especially on immigration related matters.

Contact HRSM HR by emailing [hrsmhr@mailbox.sc.edu](mailto:hrsmhr@mailbox.sc.edu) for further support.