

**Policies and Procedures for Affiliate Faculty  
Milano School of International Affairs, Management, and Urban Policy  
The New School  
2015**

**Responsibilities and Contributions**

Milano School may formally appoint an affiliate faculty member from other units at The New School if that person's interests and expertise are relevant to the Milano School's curriculum. Faculty may be invited to affiliate when they participate in the following activities:

- Teaching or co-teaching of Milano courses or cross-listed courses
- Participating in Milano curriculum development, including new course development, and development of teaching materials and content
- Co-authoring scholarly works, working jointly on research projects, cross-divisional programming or collaborating on grant proposals
- Advising students in conjunction with Milano faculty or serving as a dissertation committee member/chair
- Participating in Milano's events or seminars and/or assisting in outreach efforts
- If appropriate, attending Milano faculty meetings for collaborative purposes

**Meaning of Affiliate Faculty Status**

Affiliate faculty status is granted in recognition of a special collaborative relationship between the Milano School and The New School faculty from other units of the university. Milano will provide support services and opportunities for affiliate faculty to participate in activities at the Milano School and cooperate with Milano faculty members. An affiliate faculty member is not a Milano employee and may not receive compensation for services performed from the Milano School, unless arrangements are made in certain instances, such as affiliate teaching. Affiliate faculty members do not hold rank and are not eligible for promotion at Milano.

**Term of Affiliate Faculty Status**

Each Milano department/program decides the term of recognition for each affiliate faculty member. The duration of the status will be specified in a letter of notice signed by the dean of Milano and given to the affiliate faculty member. Affiliate faculty status may be renewed depending upon the department/program's needs. Affiliate faculty might be required to submit materials detailing their sustained contribution to Milano School if they seek renewal of affiliate status.

## Procedures

- Faculty under consideration for affiliate status should send the department/program chair a current Curriculum Vitae along with a statement of interest which outlines their involvement with Milano in the past and present, and likely future collaborative contributions to Milano School.
- Materials will be reviewed by a department/program committee, who will vote on the appropriateness of granting affiliation. The department/program chair then submits the decision to the dean to confer an affiliate faculty status.
- The affiliate faculty member will be informed by the department/program chair of the duration of the affiliation, responsibilities to and assistance in the collaborative relations with Milano.