

Instructions for Submitting an Affiliated Faculty Request

Below are the materials necessary for requesting an Affiliated Faculty appointment at NJIT.

At least 3 months prior to the visitor's proposed appointment date, complete this form, attach any required documents, and submit all materials listed below to:

NJIT
Office of Research
Fenster Hall, Suite 340

All *completed* documentation *must be submitted to be considered a complete package*. No appointment will be considered without these executed forms:

- Completed Affiliated Faculty Request Form
- Resume or Curriculum Vitae
- MOU with Appointee's Home Institution – if applicable
- Conflict of Interest Form
- Visiting Scholar/Affiliated Faculty Agreement
- Proof of Financial Support from Home Institution or Sponsor Abroad

If you have any questions or require assistance, contact the Office of Research at (973) 596-5275 or srard@njit.edu.

I have reviewed the submitted package and acknowledge that all forms are complete.

_____ X _____
Name of Research Office Ambassador Signature
(please print)

**AFFILIATED FACULTY
APPOINTMENT REQUEST FORM**
(a courtesy appointment)

This form is required to assign someone a courtesy appointment as an Affiliated Faculty Member at the New Jersey Institute of Technology. *The form must be completed in its entirety and receive the appropriate approvals as outlined in the form.*

This form must be completed by the NJIT Hosting Faculty Member, referred to herein as host.

Host: _____ Title _____
Date: _____ Department _____

Appointee Information

Name: _____

Is this a renewal of an existing affiliated faculty appointment: Yes No

If yes, what is end date of current appointment? _____

Appointee's Current Place of Employment: _____

Appointee's Current Job Title: _____

Does the Appointee have tenure at another college or university?

Yes No

If yes, what is the name of the institute? _____

Requested Dates of Appointment: _____ to _____ (not to exceed 3 years)

Identify departmental resources which will be used by Appointee, including but not limited to office, lab, computers, supplies:

Summary of Appointee's Qualifying Credentials:

Is the Appointee (please check appropriate box)

- a U.S. Citizen
- a permanent resident
- a non-resident authorized to work

Is the Appointee currently receiving any income or funding from NJIT, including but not limited to salary, funding through grants or contracts?

Yes No

If yes, please explain in detail the income/funding and the source.

If yes, please stop and contact the Office of Sponsored Research.

Purpose for Appointment (If necessary, please answer separately, not to exceed one additional page)

Description of Duties to be assigned to Appointee:

Describe benefit to NJIT by allowing the courtesy appointment:

Describe benefit to the appointee for being granted a courtesy appointment.

Will appointee be involved in research activities?

Yes No

If yes, has a Memorandum of Understanding been executed with the home institute of the appointee?

Yes No

If research activities will be performed, complete the following:

Describe research activities and what the appointee is anticipated to be doing:

Has the host discussed the proposed appointment with SRA and IP colleagues?

Yes No

List name(s) of individual(s) host has discussed the appointment with:

Has there been any objection(s) raised as to the appointment?

Yes No

If yes, state the name(s) of the objector(s) and the basis for the objection(s).

Will the appointee be involved in applying for grants?

Yes No

If yes, has the appointee has been informed that he/she cannot be a PI or Co-PI on a grant?

Yes No

Does the appointee own any Intellectual Property? Yes No

If yes, please describe:

Has the appointee been given, and returned a signed copy, of the NJIT Agreement Relating to Intellectual Property?

Yes No

Does the appointee have any other courtesy appointments or associations with other colleges, universities or companies?

Yes No

If yes, please explain:

Visa Information

Will NJIT be required to process a J-1 visa application?

Yes No

The following documentation must be sent directly to Human Resources:

- University Information Systems ADMIN Account Application Form
- University Resources Access Form for Courtesy Appointments

Approvals

I am requesting the following Affiliated Faculty Appointment as delineated above. I understand that prior to the appointment all applicable NJIT rules and regulations must be adhered to. I further understand that during the course of this appointment, the Appointee will be receiving no income/funding from or through NJIT.

Host's Signature: _____
Date: _____

I have reviewed the request, information, and documentation provided and I approve this request. *[Please include brief comments as to how this appointment benefits NJIT.]*

Comments: _____

Chair's Signature: _____
Date: _____

Comments: _____

Dean's Signature: _____
Date: _____

Reviewed by Research Office

Name _____ Signature _____

Once approved by VP for Research, please forward to Provost's Office for final approvals.

Provost's Signature: _____ Date: _____