

**HUMAN RESOURCES POLICIES AND PROCEDURES/APPOINTMENT**

**Affiliate Academic Title**

An “affiliate” title can be offered to an academic staff member whose discipline(s) straddle across different departments. The affiliation is expected to facilitate:

- (a) interdisciplinary research, particularly in soliciting external opportunities/grants for research if the academic staff member concerned can also be listed as an affiliate academic staff of another department; and
- (b) supervision of Research Postgraduate (RPg) students such that the academic staff member concerned can supervise RPg students of his/her affiliate department.

2. The following guidelines and procedures should be followed for any application/recommendation for offering an “affiliate” title:

- (a) If the affiliation is within the same Faculty/School, the recommended affiliation should be supported by Heads of the “home” and “affiliate” departments, and endorsed by the Dean of Faculty/School;
- (b) If the affiliation is across Faculties/Schools, the recommended affiliation, as supported by Heads of the “home” and “affiliate” departments, should be endorsed by the Deans of the Faculties/Schools concerned;
- (c) The number of affiliation is limited to two;
- (d) The duration of the affiliation should be specified;
- (e) Unlike a joint appointment, the academic staff member concerned will be funded by his/her “home” department, and review of his/her appointment/performance will be conducted by the “home” department;
- (f) Detailed arrangements should be discussed and agreed by the “home” and “affiliate” departments; and
- (g) The Human Resources Office should be kept informed of the approved affiliation for proper record.

3. Subject to the above, an academic staff member will assume an “affiliate” title as follows:

Example	<u>Department A</u> Dr. xxx      Assistant Professor
	<u>Department B</u> Dr. xxx      Assistant Professor (Affiliate)