**3356-10-03 Affiliated scholars.**

Responsible Division/Office: Office of Academic Affairs

Responsible Officer: Provost and VP for Academic Affairs

Revision History: March 1998; March 2007; March 2011;

December 2016; September 2021

Board Committee: Academic Excellence and Student Success

**Effective Date:** **September 2, 2021**

Next Review: 2026

(A) Policy statement. The university encourages the affiliation of non-university individuals engaged in appropriate scholarly activity. Such appointments are either externally funded or non-remunerative.

(B) Definition. “Affiliated scholars” are individuals with a record of ongoing scholarship or research who are independent scholars, visitors, or adjunct faculty. Affiliated scholars are expected to hold the appropriate terminal degree and to be engaged in ongoing scholarly activity.

(C) Parameters.

(1) An affiliated scholars appointment is temporary and does not carry university duties.

(2) Affiliated scholars have access to university facilities and services, as defined by the appropriate department chair and dean.

(3) Usual and customary charges for the use of university facilities and services are the responsibility of the affiliated scholar.

(4) Affiliated scholars will credit Youngstown state university in publications stemming from scholarly activity conducted while affiliated with the university. Copies of publications will be provided to the director of research services.

(5) Affiliated scholars may serve as principal investigator, responsible for preparing applications for externally funded grants, sponsored agreements and contracts, when such approval is included in the letter of appointment. The affiliated scholars will follow university procedures and assign to Youngstown state university indirect cost reimbursement awarded by the sponsor or sponsoring agency.

(6) The university administers any grant monies awarded to the affiliated scholar whose grant application names Youngstown state university as the institutional affiliation.

(D) Procedures.

(1) An affiliated scholar request and/or endorsement letter from a faculty member, who takes responsibility for the affiliated scholar, shall be submitted to the department chair.

(2) The department chair, in cooperation with the dean of the college and the director of research services are responsible for the review and the nomination of the affiliated scholar to the provost and vice president of academic affairs.

(3) Offers of appointment as affiliated scholars are the responsibility of the provost and vice president for academic affairs.