

Associate Data Collection Form

To be filled out by Associate

Name _____ Gender: M F
Last First Middle
Address _____ City _____ State _____ Zip _____
Phone _____ SSN _____ Birth Date _____ Email Address _____
Emergency Contact _____ Phone _____ Relationship _____

To be filled out by Department/Unit

Department: _____ Begin Date*: _____ End Date: _____
Has this person had an assignment at CSU before? _____
Name of department collaborator/supervisor: _____
Name of student if this person will serve on a grad committee: _____
Is this person a foreign national? If so, please provide photocopy of passport page that contains their name.

***Background check must be completed before an Affiliate or Visiting Associate assignment can start. Please answer the following questions. Will the Associate:**

Be on campus doing research?: Yes No
Serve on a grad committee?: Yes No
Have unsupervised access to animals/minors?: Yes No
Have duties that require a Motor Vehicle Check?: Yes No
Have unsupervised campus access?: Yes No
Have access to controlled substances: Yes No
Have interaction with students?: Yes No

Type of Associate Assignment Requested by Department/Unit

Guest Used for individual contractors, guests of an employee, or persons with departmental permission to audit a course which requires use of online resources. Maximum appointment: 1 year

Affiliate (choose title) **Fac. Affiliate** **Instructor** **Assist. Professor** **Assoc. Professor** **Professor**
Used for individuals who have a strong and continuing relationship with the department such as working collaboratively on a project or program. This type is common for someone serving on a grad committee. Check with departmental code for any limitations on rank title use. Maximum appointment: 3 years

Joint (choose title) **Instructor** **Assistant Professor** **Associate Professor** **Professor**
Used for a current CSU faculty or Admin. Professional whose professional activities fall within the purview of two departments. Maximum appointment: 3 years

Note: if Joint appointment is requested, all other active Associate assignments for this person must be terminated.

Visiting (choose title) **Visiting Res. Assoc.** **Visiting Res. Sci/Scholar** **Visiting Sr. Res. Sci/Scholar**
Used primarily for a faculty member who is here for a short time while on leave from another institution. Maximum appointment: 3 years

Note: Please attach a completed Visiting Associate Agreement (available on the Provost's website at: <http://provost.colostate.edu/faculty-administrative-professionals/> under Offer Letters). The assignment will not be created until the agreement has been completed.