

Volume E1: Employment/ Hiring	E1.02.2 Administrative Affiliate Appointments	Responsible Office: Finance and Administration
Chapter 02: Classification		Responsible Officer: Vice President
Effective Date: 12/01/2016 Last Revision: 02/11/2020 Date of Next Review: 02/01/2025		

POLICY STATEMENT

Northeastern Illinois University (the “University”) may appoint an individual who is not an employee of the University but who is providing assistance to the University as an Administrative Affiliate.

PURPOSE OF THE POLICY

Northeastern Illinois University values the contributions of individuals who, although not employed by the University, support the University’s mission through their activities. This policy is designed to clarify the responsibilities of the nominating unit and the relationship between the Administrative Affiliate and the University.

WHO IS AFFECTED BY THIS POLICY

The University Community.

DEFINITIONS

Administrative Appointment – An unpaid non-academic appointment by the University.

Administrative Affiliate - An individual who receives assigned tasks from and who provides support to the University within an academic or non-academic area to serve in a non-academic role, and who is not otherwise employed by the University or serving in a consultant capacity.

Nominating unit - The department/area that will supervise the Administrative Affiliate.

PROCEDURES

1. The nominating department or unit will fill out the Administrative Appointment Nomination Form, including all required documentation, and submit it to the nominating unit’s Dean or Unit Head.
2. If the Dean or Unit Head agrees, he/she will sign the Nomination Form and forward the original to the Vice President for Finance and Administration, or to the Provost in the case of academic units. If approved by the Provost, the Nomination Form will then be forwarded to the Vice President for Finance and Administration.
3. The Vice President for Finance and Administration will communicate the results to the Dean and Provost, or Unit Head. The original Nomination Form is kept by the Vice President and if approved, copies are sent to the Office of Human Resources and the Dean or Unit Head.
4. The Dean or Unit Head of the nominating unit will send an appointment letter, a copy of the Administrative Appointment Information Form, and a Background Check Disclosure and Authorization Form to the approved Affiliate. The appointment letter will specify the scope of the appointment, including the ending date and a copy must be sent to the Office of Human Resources.
5. The Affiliate will complete the Administrative Appointment Information Form and Background Check Disclosure and Authorization Form. Additionally, if the Appointee will be working with students, student data, and/or accessing computer systems in which student data are stored, the Privacy and



Confidentiality Understanding/Agreement (FERPA) form must be completed. All paperwork is submitted to the Office of Human Resources for processing.

6. After the Office of Human Resources has entered the Administrative Affiliate's information in the HR application, it will take about two business days for the email address and NetID to be created.
7. Upon receipt of the Administrative Appointment Information Form, the Background Check Disclosure and Authorization Form, and a copy of the appointment letter, the Office of Human Resources will provide the Affiliate with a memorandum verifying the association of the Affiliate with the University. The Affiliate will take this memorandum to the Information Desk to receive a Northeastern ID (which will denote "Administrative Affiliate Appointment).
8. The Affiliate may identify him/herself as being affiliated with the University for the duration of the appointment. Appointments may be renewed following steps #1 to 6 above.

HISTORY

02/11/2020 – Revised; updated links and background check form
 10/01/2017 – Revised; revised to include FERPA requirement and form

APPENDIX

Appendix A – Administrative Affiliate Appointment Nomination Form
 Appendix B – Administrative Affiliate Appointment Information Form
 Appendix C – Background Check Disclosure and Authorization Form
 Appendix D – FERPA Privacy & Confidentiality Understanding/Agreement (as required)

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[E1.02.1 Courtesy Appointments](#)
[E1.99.3 Background Checks](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Office of Finance and Administration	(773) 442-5100	VPfinance-admin@neu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



**APPENDIX A – ADMINISTRATIVE AFFILIATE APPOINTMENT
 NOMINATION FORM**



Administrative Affiliate Appointment Nomination Form

Name of Nominee: Dr/Mr/Ms _____

Check one: New appointment _____ Renewal of a current appointment _____

Nominating Unit: _____

Nominator, Nominator’s Position: _____

Duration of Appointment (up to one year, renewable):

From _____ to _____

For a new appointment:

Please attach the following:

★ Brief statement by nominator describing the scope of the proposed Affiliate’s appointment.

The statement must include:

- Rationale for how this appointment will provide NEIU with opportunities or benefits that would otherwise be unavailable to the University;
- A description of activities the Affiliate will undertake, including whether the appointment will involve interactions with students;
- A list of collaborators and / or supervisor who will work with the Affiliate during his or her appointment;

★ List of resources the Affiliate will need and how the nominating unit or the Unit Head / Dean will provide them. Include: security access (both technical and physical), phone/long distance, workspace, and library.

For a renewal of a current appointment:

Please submit a rationale for the extension of the appointment. Administrative Affiliate Appointment Renewals can be made in units of one year, without limit on the number of renewals.

Please return this completed form to the Unit Head or Dean. Academic Units must then submit this form to the Provost’s Office for approval.

Unit Head or Dean: _____ Date: _____

Provost (if Academic Unit): _____ Date: _____

Vice President for Finance and Administration: _____ Date: _____



APPENDIX B – ADMINISTRATIVE AFFILIATE APPOINTMENT INFORMATION FORM



Administrative Affiliate Appointment Information

Banner ID: _____ Social Security No.: _____
 (For Human Resources Use Only)

Department Name: _____

First Name _____ Middle Name _____ Last Name _____ (Former last name, if applicable)

Street Address _____

City _____ State _____ Zip Code _____

Home Phone: _____ Alternate Phone: _____

Emergency Contacts:

Name: _____

Relationship: _____ Phone: _____

Name: _____

Relationship: _____ Phone: _____

Signature _____ Date _____

Distribution Instructions: (HR Records Input Team): Please redact the Social Security Number from the form before scanning. Scan this form immediately after input and email with high importance to Director, UTS Applications, referencing Administrative Affiliate Appointment as the subject.



APPENDIX C – BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

**NORTHEASTERN ILLINOIS UNIVERSITY
 DISCLOSURE AND AUTHORIZATION FORM
 Disclosure Regarding Background Investigation**

Northeastern Illinois University (the University) may request background information about you in connection with your application for employment. This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as “background reports”). These background reports will be obtained after receipt of your authorization.

HireRight, Inc. will prepare or assemble the background reports for NEIU. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761.

The types of background information that may be obtained include: social security number verifications; address history; criminal records and history; public court records; driving records; accident history; worker’s compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; and drug/alcohol history in violation of law and/or company policy. This information may be obtained from private and public record sources, government agencies and courthouses; educational institutions; former employers; and other information sources.

If the University should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then NEIU will only use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

If you are a California, Maine, Massachusetts, New York or Washington applicant, or if you require more information about the nature and scope of any investigative consumer reports contact NEIU. A summary of your rights under the Fair Credit Reporting Act or specific state protections will be provided upon request.

Authorization of Background Investigation

I have read and understand this Disclosure and Authorization form. By my signature I consent to preparation of background reports by HireRight, Inc., and to the release of such background reports to NEIU for the purpose of assisting NEIU in making a determination as to my eligibility for employment. The University will hold the background reports in a confidential manner.

I understand that information contained in my employment application, or otherwise disclosed by me before my employment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided in my application to the University and on this form is true, accurate and complete. Discovery of falsification of employment application is grounds for immediate termination. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form; will be valid for any background reports that may be requested by or on behalf of the University. **PLEASE PRINT RESPONSES BELOW**

Referring Hiring Agent: _____ Department: _____

Position Applied for: _____

Print (applicant) Last Name: _____ First: _____ Middle: _____

Social Security Number: _____ Date of Birth: _____

E-mail address: _____

Home Phone Number: _____ Cell Phone Number: _____

Address: _____

City, State and Zip code: _____

Applicant Signature: _____ Date: _____



APPENDIX D – FERPA PRIVACY & CONFIDENTIALITY AGREEMENT



Privacy & Confidentiality Understanding/Agreement (FERPA)

Information about individual students is collected and maintained with the understanding that it is used only as needed to support Northwestern Illinois University’s basic educational requirements. Its use is restricted by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, and by University policy. Access to most student data is limited to those individuals within the university having a “legitimate educational interest” and a need to review an education record in order to fulfill their professional responsibility. This interest is defined as the demonstrated need to know by those who act in the student’s educational interest, including faculty, staff, administrators, student employees, and other persons who manage student record information.

As an Administrative Affiliate whose position may require access to restricted information, I understand that I may be provided with direct access to private and confidential data. In the interest of maintaining the confidentiality and privacy of student academic records, it is agreed that:

1. I will maintain the data to which I have access in strictest confidence. The information viewed will not be shared in any manner with others who are unauthorized to view such data.
2. I will keep in strictest confidence any information maintained or overheard in the office in which I am working.
3. I understand that the use of data for profit or personal purposes is prohibited.
4. I understand that unauthorized copying of academic records or verbally relaying any information contained in an academic record to another individual who does not have a legitimate educational interest is prohibited.

Any violation will result in the immediate revocation of access to protected student information. In addition, a violation may result in loss of the Administrative Affiliate Appointment.

Questions regarding FERPA should be directed to the University Registrar. A copy of this signed document will be provided to the student and will be maintained by the Human Resources Office.

I have read, understand, and agree to abide to the above guidelines.

 University Administrative Affiliate

 Date

 University Administrative Affiliate Signature