

## DEFINITIONS OF VISITORS AND AFFILIATES

Visitors and Affiliates are individuals associated with Boise State University who are not hired and/or not paid through our usual procedures. There are four types:

### **Affiliate**

Individuals associated with the campus as board or advisory committee members, VIPs, volunteers, legislators, employees of agencies under the auspices of the State Board of Education and who are not Boise State University employees or students. The association of Affiliates with the university is ongoing as long as the Affiliate serves in the capacities described above. Affiliate status must be renewed annually.

### **Affiliate Faculty**

Individuals that do not have direct teaching responsibilities for students but who provide instruction in off-campus settings for students registered in programs with classroom, clinical, or laboratory experiences. The association of Affiliate Faculty with the university is ongoing as long as the Affiliate Faculty serves in the capacities described above. Affiliate Faculty status must be renewed annually.

### **Visitor**

Individuals who are *unpaid* invited guests for a temporary length of time; and paid temporary employees, including consultants, interns, researchers or research assistants. Visitor status is approved for the specified length of time and must be renewed should the association continue.

### **Vendor**

Off campus vendors (e.g. repair, construction, and delivery personnel) and independent contractors who require campus access over a specified period of time. Vendor status is approved for a specified length of time and must be renewed should the association continue.

When individuals are hired using an Employee Action Form (EAF) or Letter of Appointment (LOA) and/or are paid through University payroll (e.g. Adjunct Faculty, Visiting Professors), they are considered to be employees; therefore, this form is not required.

## STATUS AND SERVICES FOR VISITORS AND AFFILIATES

When a department wishes to provide Visitors and Affiliates with campus services related to their campus role, the department initiates the Request for Approval of Visitor and Affiliate Status and Services form. It is the responsibility of the Vice President to whom the sponsoring department reports to approve the Visitor or Affiliate status of the individual(s) before campus services can be arranged. Once this status is approved by the appropriate Vice President, the sponsoring department can request campus services for the Visitor or Affiliate using the Request for Approval of Visitor or Affiliate Status and Services form.

## PROCESSING INSTRUCTIONS

- **Sponsoring Department** completes Request form (p. 3), obtains necessary department/unit approvals, and sends form to the sponsoring department's Vice President for approval.
- **Vice President's office** will approve/deny form and if approved, when required for campus services will obtain a BSU ID Number from Human Resource Services. The VP's office will retain the original form and return a copy to the sponsoring department.
- Once approval of status is obtained from the Vice President, the **Sponsoring Department** requests campus services as needed (see contacts below). Campus service providers will determine whether to provide requested service depending on appropriate justification and approval of status.
- **It is Sponsoring Department's** responsibility to work with the Affiliate/Visitor to ensure that approved services are in place. A copy of the completed and approved request form should be provided to each campus service requested.
- **Sponsoring Department is responsible for renewing continued status and provision of services as needed and canceling services when they are no longer needed.**

## CAMPUS SERVICES

Departments may wish to provide one or more of the following services for their Visitors and Affiliates. Those marked with an asterisk (\*) require that a BSU ID Number be assigned.

BSU ID Card	Contact Campus ID, <a href="mailto:tkeife@boisestate.edu">tkeife@boisestate.edu</a> 426-4171, FAX 426-4108
Facility Access	Contact Facilities 426-1409 (Requires BSU ID card with proximity access)
Computer/Email Accounts*	Complete & submit OIT User Account Request Form <a href="http://oit.boisestate.edu/accountrequest/">http://oit.boisestate.edu/accountrequest/</a> Also, FAX copy of Status Request form signed by VP's office to 426-4232
Library Services	Contact Albertsons Library, 426-4025
Recreation Center	Contact Campus Recreation, <a href="mailto:rdelaney@boisestate.edu">rdelaney@boisestate.edu</a> , 426-5641
Temporary Campus Housing	Contact University Housing, 447-1001
Fee Waiver	Must attach certification of employment from SBOE affiliate agency to verify benefit eligibility and a completed copy of the fee waiver form <a href="http://hrs.boisestate.edu/forms/feewaiver.pdf">http://hrs.boisestate.edu/forms/feewaiver.pdf</a>
Parking	No special services for Visitor/Affiliates. Call for general information, Parking and Transportation Services, 426-7275

NOTE: Either sponsoring departments or the Visitor or Affiliate assume responsibility for any costs associated with campus services.



# REQUEST FOR APPROVAL VISITOR OR AFFILIATE STATUS AND SERVICES

(Complete this page and submit for approvals per instructions on p. 2)

Form Prepared By: \_\_\_\_\_ Ext: \_\_\_\_\_ Mailstop: \_\_\_\_\_

Sponsoring Department: \_\_\_\_\_

Campus Contact for Visitor/Affiliate: \_\_\_\_\_ Title: \_\_\_\_\_

New Request       Renewal Request (Date previous request expired \_\_\_\_\_)

### STATUS REQUESTED (see Definitions)

Affiliate       Affiliate Faculty       Visitor       Vendor

### ROLE AND RESPONSIBILITIES

What is the nature of the Visitor/ Affiliate's association w/BSU? Be specific.

### VISITOR/AFFILIATE INFORMATION

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### DATES OF AFFILIATION/VISIT

Start Date: \_\_\_\_\_ Stop Date (12-month maximum): \_\_\_\_\_

### SERVICES REQUESTED

- |   |   |
|---|---|
| <input type="checkbox"/> BSU ID Card  | <input type="checkbox"/> Fee Waiver               |
| <input type="checkbox"/> Computer/Email Accounts*   | <input type="checkbox"/> Recreation Center        |
| <input type="checkbox"/> Library Services   | <input type="checkbox"/> Temporary Campus Housing |
| <input type="checkbox"/> Facility Building Access (list specific building/room location): _____ |   |
| <input type="checkbox"/> Other _____  |   |

\*BSU ID Number required. If BSU ID Number is required, the Sponsoring Department will be contacted to provide both social security number and date of birth of Affiliate or Visitor. Do not write either social security number or date of birth on this form.

For Human Resource Services Use Only - BSU ID No. \_\_\_\_\_

### REQUIRED APPROVALS

Department Chair \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Dean/Director \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Vice President \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature