



San Francisco State University Policy: Affiliates Program

(Revision proposed February 2011)

UED #11-37

Policy Statement:

This document establishes a University "Affiliates" policy with provisions for clearly defined oversight responsibility for community-based organizations seeking a recognized interactive and mutually beneficial relationship with the University.

Definition:

"Affiliates" are defined as groups, organizations, or associations external to the University that seek to have an official relationship with San Francisco State University. Such relationships may involve defined benefits or access to University facilities and/or services for affiliate members. These relationships may reciprocally involve University acceptance and acknowledgement of contributed resources and other forms of support to the University from affiliate membership.

Provisions:

- 1) Individual members of "affiliates" are not typically current employees of the University, or of SFSU CSU Auxiliary Organizations (Student Center, ASI, Franciscan Shops, SFSU Foundation). "Affiliate" members are not formally enrolled in courses leading to degrees, credentials or certificates through the state-supported instructional program, or in courses offered by the College of Extended Learning.
- 2) Overall administration and oversight of the affiliates program is delegated by the President to a University committee* consisting of administrators representing the cabinet and other representatives as required. Responsibilities for administration and oversight of this policy includes, but is not limited to, approval of new affiliate program proposals, and periodic review of previously approved programs including status of services, fees, and risk considerations.
- 3) University services potentially available to prospective "affiliate" organizations will be assessed for service cost and potential risk, by the Affiliates Oversight Committee and University service providers so that that a clear, uniform and equitable set of "service charges" is established as part of the "affiliate" approval process.
- 4) "Affiliate" organizations seeking University recognition must apply to and be sponsored by an official University "host" program or department. The "host" department will agree to act as sponsor for the affiliate after review of an application made by a new affiliate. After formal authorization from the President, the "host" department will act as University liaison coordinating affiliate interaction with University offices as necessary. Subsequent changes to "host" department status must be reviewed and approved by the Affiliates Oversight Committee.
- 5) Affiliate organizations seeking University privileges/services (auditing classes, One-Card, Library, technology associated services, facilities use), or any University benefit with attending service costs as part of their proposed program must have these costs determined and specified. These costs must be specified as part of the application to be filed by the affiliate organization, approved by the sponsoring "host" department and reviewed by the Affiliates Oversight Committee. Any reimbursement, waiver stipulation or subsequent change to the approved service cost must be articulated as part of the affiliate approval and authorization process. Privileges and services are limited to those defined in the approved agreement. Access to some services will require an SFSU ID.
- 6) Affiliate organization members will be issued an SFSU ID number and One Card for a designated and defined time limit when stipulated. Maintenance of affiliate membership lists will be the responsibility of the "host" department in cooperation with the member organization.
- 7) Affiliate member information collected and maintained by the University will be treated in a confidential manner and according to the guidelines specified in the University's Confidentiality and Information Security Plan, see <http://www.sfsu.edu/%7Eppg/ued/ued04-32.pdf>.
- 8) Affiliate organizations will maintain all of their financial accounts within the University, either in trust accounts maintained by their host department or in other University-related accounts (included, but not limited to accounts affiliated with the San Francisco State University Foundation and the University Corporation, San Francisco State).

* Affiliates Oversight Committee:

Representatives from Academic Affairs, Administration & Finance, Advancement, Bursar/One Card, DoIT, Enrollment Planning & Management, Library, OSPLD, Procurement, Registrar, Risk Management, Student Center

APPROVED: _____

Robert A. Corrigan

2/10/11

date