

Process for Onboarding Guest Academics or Clinical Faculty

Guest Academics and Clinical Faculty are considered two affiliations with Oakland University that may require formal documentation of relationship and may be accompanied by certain nonmonetary privileges associated with the invitation. Both affiliations are not employment based, and shall receive no remuneration or other monetary compensation. Nonmonetary privileges, for the duration of the invitation only, may include:

- An Oakland University ID card
- An Oakland University e-mail account
- Access to Kresge Library with borrowing ability
- Access to Oakland University's Moodle system in the event of being assigned instructor of record for a course (where the relationship with Oakland is extended to the individual's current employer for instructional services)

Three pieces of documentation are required to establish the relationship (in addition to individual College/School/Departmental requirements):

- Signed Letter of Invitation for Guest Academics or Clinical Faculty
- Signed General Terms for Guest Academics or Clinical Faculty
- Completed Employee Information Form

Completed documentation should be forwarded to University Human Resources for entry into the BANNER Human Resources system and to track the end of invitation for discontinuation of benefits.

NOTES:

- 1) Individual units are responsible for tracking Guest Academics or Clinical Faculty in the event that an invitation need be extended or discontinued in advance. Units should contact University Human Resources to arrange for updating the appropriate documents.