

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 _____

If applicant does not possess a social security number, has he/she ever lived in the US for more than six months? _____

Emergency Contact _____ Phone _____ Relationship _____

To be filled out by Department/Unit

Department: _____ Begin Date*: _____ End Date: _____

Background check completion date: _____ Motor Vehicle Check ?** _____

(Please see below for motor vehicle check criteria)

Has this person had an assignment at CSU before? _____

Name of collaborator/supervisor and student if Associate will serve on a grad committee (required):

*** Background check must be completed before an Affiliate or Visiting Associate assignment can start**

****Motor Vehicle Check – Request when a valid driver’s license/driving is part of the regular and on-going job duties of the position and/or the position is:**

- Responsible for operating a University owned or controlled vehicle
- Required to drive children, patients, students, clients or others in a private vehicle
- Is Required to rent vehicles on a regular or routine basis to conduct University business

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.