



### Non-Academic Affiliate Appointment Process

Non-academic affiliates are non- salaried individuals sponsored by an administrative or academic unit who fulfill roles related to support services.

\*Non-U.S. Citizens must be appointed as Academic Affiliates – see [Academic Affiliate Appointment Process](#) for more details.

Required Documentation
<a href="#">Affiliate Appointment Form</a>
<a href="#">CAS Affiliate Appointment Letter</a>

1. Verify that the Chair/Director of your unit is willing to sponsor the Non-Academic Affiliate and then work with the Affiliate to obtain the completed *Affiliate Appointment Form*.
2. Once you receive the completed form, send the Affiliate the completed [CAS Affiliate Appointment Letter](#) for their signature.  
*\*Make sure that the Affiliate is made aware that by signing the letter, they provide authorization for a Background Check (Sponsoring unit will be responsible for the cost).*
3. Once you receive the signed letter back from the Affiliate, you will initiate the action in the Affiliate section of HCM PeopleSoft, attaching the *Affiliate Appointment Form* and signed *CAS Affiliate Appointment Letter*.
4. As a courtesy, send your Chair/Director an email so they know to approve.
5. Fill out and send a [Background Check Request](#) for the affiliate to the Background Check Office.
6. Send background check approval email to [casdhr1@mailbox.sc.edu](mailto:casdhr1@mailbox.sc.edu) for record keeping purposes.