

POLICY FOR AFFILIATE APPOINTMENTS

Department of Biostatistics & Medical Informatics
University of Wisconsin, Madison
Adopted by BMI Executive Committee January 10, 2020

Purpose: This policy outlines the processes and requirements related to affiliate faculty in the Department of Biostatistics & Medical Informatics (BMI), including appointment, appointment renewal, and expectations of affiliate faculty members.

Context: Having faculty members from other units who are formally affiliated with BMI enriches the department's research and training environment. Affiliates have scholarly activity that is closely aligned with our mission; they may collaborate with BMI faculty, but they are not affiliates by virtue of collaboration alone. Appointed to other campus units, affiliates are engaged in some aspect of biostatistics or biomedical informatics that is relevant to courses we teach or research in which we are engaged. By their alignment to BMI, affiliates may supervise graduate students in the Biomedical Data Sciences program, contribute to our teaching mission, or participate in other BMI activities. Their expertise and contributions help to advance the department's scholarly mission and the broader mission of the School of Medicine and Public Health.

Eligibility

- UW Madison faculty member appointed outside of BMI
- engaged in scholarly activity relevant to biostatistics, biomedical informatics, or other aspects of the biomedical data sciences
- willing, when available, to teach appropriate BMI courses or supervise Biomedical Data Science graduate students
- willing to serve, where appropriate, on BMI faculty committees

Appointment Duration

- three years, renewable with a simple majority BMI Executive Committee vote

Appointment Rights

- designation as an affiliate BMI faculty member
- listing as an affiliate on the BMI website and other outlets
- supervision of Biomedical Data Sciences graduate students, including being major advisor of BDS PhD students. BMI affiliated faculty are included among the BDS PhD Program faculty

Appointment Responsibilities: BMI affiliates must demonstrate some contribution to the department's scholarly mission during their 3-year affiliate appointment.

Examples include:

- teach a BMI course, or a course that is cross-listed with BMI
- lead an independent study course in BMI

- serve on a BMI departmental committee
- serve as an advisor for a BDS graduate student (MS or PhD)
- serve on the dissertation committee of a BDS graduate student
- give a BMI seminar presentation
- engage in a joint research project with a BMI faculty member

Requirements for Appointment/Reappointment as BMI Affiliate Faculty Member

- a full CV
- evidence of recent contribution to BMI scholarly activity (for renewals)
- an endorsement¹ by three (or more) BMI administrative-home faculty
- adoption by simple majority BMI Executive Committee vote

BMI Responsibilities

- manage affiliate appointments
- notify affiliate faculty when their appointments are up for renewal
- engage with affiliate faculty to ensure their success in meeting requirements of affiliate status

Policy Review

- review every three years by chair and director of operations
- faculty discussion for any policy changes
- adoption of proposed changes by simple majority BMI Executive Committee vote
- next review due: January 10, 2023

Policy Reference

- UW-Madison Faculty Policies and Procedures 5.13
https://secfac.wisc.edu/governance/faculty-legislation/fpp_ch_5/#5.13.

¹ Someone who endorses should be able to make the case for affiliate status at a BMI faculty meeting; no written statements beyond the CV are required. Having multiple endorsements makes the case like a committee motion.