Summer Session Application - Affiliations

Overview

An affiliation in the summer session application is used to provide access to a user, not in the Academic department, for a particular employee. Financial staff in Labs, Centers & Institutes (LCIs) can be included in the summer session appointment process in the application to eliminate the need for communications via email, Slack, etc., to get an appointment created.

For example, faculty in Mechanical Engineering (MechE) has research funding managed by Materials Processing Center (MPC). The request for summer session dates and funding is submitted by the faculty to this center and not MechE.

An affiliation on this faculty member will allow users in MPC to create the summer session in the application as requested.

- Reach out to the Academic department to ask that an affiliation be added to the employee; this is at the academic department's discretion and the person must hold the summ_sess_approve role to manage affiliations
- A user in a LCI does not need access to all of Mechanical Engineering so they won't see all employees
- A user in a LCI should hold the summ_sess_edit role for their department, not MechE
- A user in a LCI cannot approve the summer session entered and can only submit; department approver (summ_sess_approve) still needs to review the details and approve since the employee falls under MechE
- Multiple affiliations allow users in multiple departments to maintain summer appointments directly
- An affiliation can also be given to another academic department and is not limited to LCIs

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How to manage affiliations

1. Search for employee
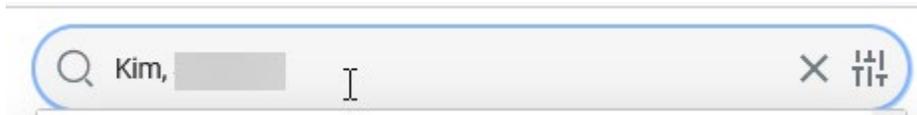
2. Under the Actions column, select Affiliations

3. Search by name or number for the affiliated Lab, Center, or Institute
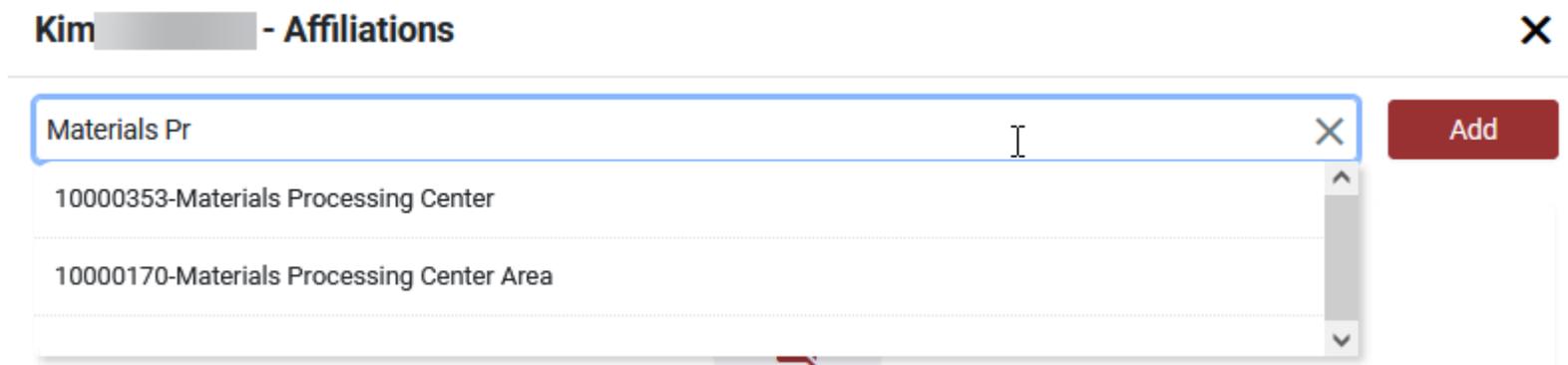
Summer Session Application - Affiliations

Kim ▓▓▓▓▓ - Affiliations ✕

00353	✕	Add

10003533-LFO SAP and Tech Support

10000353-Materials Processing Center

4. Select from drop down list and then select Add

10000353-Materials Processing Center	✕	Add

5. The affiliation is added; affiliations can also be deleted using the icon under Actions

Search Academic Department 🔍				Add

Sl No	Department key	Department Name	Last Updated	Actions
1	10000353	Materials Processing Center	John J, 05/31/2024 9:50:25 AM	🗑

6. Close the affiliations window once finished; the Affiliations tab under Actions now indicates 1 affiliation

Actions

Distribution   Affiliations [1]

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7. The user in Materials Processing Center will see a list of Academic departments of employees that hold an affiliation for MPC. You can see from the counts that they only represent the affiliated employees and not the full count of employees in each Academic Department.

☐ Academic Department 🔻	All ↓≣
☐ Dept Heads Vice President for Research	1
☐ Electrical Engineering-Computer Science	1
☐ Materials Science and Engineering	7
☐ Mechanical Engineering	6
☐ Nuclear Science and Engineering	1
☐ Office of the Provost	1
☐ Physics	16
☐ SoE Dept/Lab/Center/Director Org	1