ASU Courtesy Affiliate Standard

June 2011
1 PURPOSE
The purpose of this standard is to document the process of creating and administering Courtesy Affiliates of ASU.

2 SCOPE
The standard set in this document will apply to the creation and maintenance of all Courtesy Affiliates and their access to University services.

3 DEFINITION
Most Courtesy Affiliates are neither students nor employees but are affiliated with ASU in order to receive one or more services. Some Courtesy Affiliate types are generic and are used throughout the University community such as consultant, vendor and adjunct faculty. Other types are specific to a population such as ASU Foundation employees and Aramark employees.

Some Courtesy Affiliates have other affiliations with ASU such as employee or student. In this case, the courtesy affiliation is a designation that is placed on an existing account in order to identify the person with a particular constituency. An example of this is identifying a faculty member that does research in Chemistry as an affiliate of BioDesign for reporting purposes.

4 RESPONSIBILITIES

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<tr>
<th>Courtesy Affiliate Oversight Committee</th>
<th>Review and approve the development of new courtesy affiliation types and audit the use of existing affiliation types.</th>
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<tr>
<td>UTO Identity Management</td>
<td>Act as liaison with Courtesy Affiliate Oversight committee</td>
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<td>Oversee the creation and maintenance of courtesy affiliates</td>
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<td>ASU Courtesy Affiliate Sponsor</td>
<td>Responsible for online entry of courtesy affiliate information either directly or by submitting online form.</td>
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<td>Responsible for review and renewal or timely removal of access for sponsored affiliates.</td>
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5 PROCEDURES

5.1 Creation of New Courtesy Affiliate Types
As departments determine that they have a business requirement where a University affiliation is necessary, they can contact the UTO Identity Management group to determine the appropriate course of action. The Identity Management group will assist in determining if an existing Courtesy Affiliate type will meet their needs or if there is a need to establish a new and distinct category. One of the determining factors for this is the type of services the Courtesy Affiliate requires.

If a new Courtesy Affiliate type is needed, the Identity Management group will act contact the appropriate representative of the Courtesy Affiliate Oversight Committee for approval.
5.2 Maintenance of Courtesy Affiliate Information

An ASU department must sponsor a Courtesy Affiliate. The department has the option of submitting an online form for the ASU Service Desk or Computer Accounts to set up the Courtesy Affiliate. Some departments designate representatives from the department to be trained and granted access to maintain the data themselves. A few courtesy affiliations are created by batch processes based on information in the PeopleSoft HRSA environment. Examples of these are Retired Employees, Alumni and Graduated Students. All courtesy affiliations have expiration dates. Most Courtesy Affiliates are set up for a year and can be renewed by the sponsor. It is the sponsor’s responsibility to make sure access is removed from courtesy affiliates that are no longer part of the sponsored group.