**Associate/Affiliate Descriptive Information**

Associates of Colorado State University are individuals who are in some way affiliated with the University such that access to CSU's network and computing resources is required. **Individuals cannot be paid through Oracle HR on an Associate assignment.** They are classified in the following ways:

- **Affiliate** - Individuals employed outside the University who have a strong and continuing relationship with the University and whose training, experience, and activities contribute actively to the program of the department.

- **Guest Associate** - Individuals who are contractors, guests of an employee, or senior citizens in the community with departmental permission to audit a course which uses online resources.

- **Joint Appointment** - Faculty members or admin professionals whose professional activities fall, to an appreciable degree, within the purview of two departments.

- **Visiting Associates** - Research Associates, Scientists, Scholars, Senior Scientists and Senior Scholars who are members of the faculty for a short time while on leave from another institution.

*Life-Long Learners are entered in differently than a normal Guest Associate. Please indicate in your appointment justification if you are requesting a lifelong learner to have Guest Associate status.*

**Time lengths for appointments:**

- **Joint, Affiliate, and Visiting Associates** can be appointed for up to three years at a time.

- **Guest Associates** can be appointed for up to one year at a time.

**NetIDs and Associates/Affiliates:**

Unlike paid employees whose future-dated assignments make them eligible for a NetID, Associates must have a current, active, and approved assignment. The Associate can register for an eID the day after the assignment is fully approved. The following timeline describes the “grace periods” allowed for Associate NetIDs once the Associate’s assignment has been terminated or the appointment end date reached. If the Associate is reappointed in this period, the NetID remains active without interruption:

- **Live lag** - 30 days; the NetID remains active.

- **Dead lag** - the NetID will be purged from the system if the Associate was not reappointed during the 75-day lag period; 45 days; the NetID is inactive, but can be reactivated upon the Associate's reappointment in Oracle HR.

- **Post-dead lag** - the NetID will be purged from the system if the Associate was not reappointed during the 75-day lag period.