

## AFFILIATE AND ASSOCIATE AGREEMENT

The University of Arizona is generously supported by Affiliates and Associates and other volunteers who contribute their time, services and expertise to help the University accomplish its missions of teaching, research, service and outreach. Although Affiliates and Associates are not employees of the University, it is nevertheless important to establish standards and guidelines so that both the Affiliate and Associate and the University understand the nature of the relationship and the limitations of such a relationship.

The Arizona Board of Regents (hereafter either ABOR or the “University”) and \_\_\_\_\_ (hereafter “Affiliate” or “Associate” as appropriate) agree that, in exchange for the opportunity to perform services in \_\_\_\_\_ (hereafter “Department”), s/he agrees to the following terms.

1. Affiliate/Associate agrees that s/he is providing services to the University solely for personal, civil, charitable or humanitarian purposes without promise or expectation of compensation, benefits or future employment from the University beyond any specified stipend or reimbursement agreements. Affiliate/Associate understands that his/her relationship with the University carries with it no promise of continuation and can be terminated at any time by either party without notice.
2. Affiliate/Associate will begin his/her assignment on \_\_\_\_\_, and is anticipated to complete that assignment on \_\_\_\_\_.
3. Affiliate/Associate will perform services under the direction and control of the following University staff:  
\_\_\_\_\_.
4. Affiliate/Associate will perform the following duties: \_\_\_\_\_.
5. Affiliates’/Associates’ schedule is anticipated to be as follows: \_\_\_\_\_ and/or expects to perform services for the University on average for \_\_\_\_\_/hours per \_\_\_\_\_.
6. Affiliate/Associate agrees to follow the directions of administrators, faculty or staff and to abide by University policies and procedures while carrying out these volunteer services. Affiliate/Associate understands that s/he may be subject to criminal background checks or other prescreening checks, if applicable. Affiliate/Associate acknowledges that s/he has received the University’s policies regarding equal opportunity and non-discrimination when signing this Agreement.
7. Affiliate/Associate acknowledges that s/he is not an employee of the University, and is not entitled to receive salary, benefits or other compensation. Affiliate/Associate understands that s/he does not qualify for worker’s compensation benefits, and is expected to carry personal medical insurance to cover medical expenses for any injury s/he may incur while performing services voluntarily for the University.
8. So long as Affiliate/Associate is acting within the course and scope of his/her volunteer assignment, the State of Arizona, through its self-insurance program (A.R.S. § 41-621), will provide a legal defense if someone outside the University brings a claim against Affiliate/Associate for acts performed by the Affiliate/Associate in good faith and as part of his/her University responsibilities.
9. If Affiliate/Associate is not a citizen or permanent resident of the United States, Affiliate/Associate certifies that s/he has appropriate visa status that authorizes him/her to be present in the United States and allows him/her to participate in this type of volunteer work experience.
10. The parties agree that this is the entire Agreement between them and that no Agreement, either oral or written, exists outside this Agreement regarding the volunteer services described in this Agreement.



The parties execute this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**The Arizona Board of Regents (University of Arizona Department Representative):**

Name  
Department:  
Title:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Affiliate/Associate:**

Name  
Title:  
Affiliate Institution (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions about the use of this Agreement should be directed to UA Human Resources – Employment or the Office of General Counsel.