Policy 10.16  
Affiliation Relationships

Responsible Official: Provost and Executive Vice President for Academic Affairs  
Administering Division/Department: Provost and Academic Affairs  
Effective Date: August 06, 2016  
Last Revision: August 11, 2017  

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Overview

From time to time Emory University has found compelling reasons to establish affiliate relationships with organizations, pursuant to which Emory provides certain administrative services and University benefits. For purposes of this policy, only separate 501(c)(3) tax-exempt organizations that are not controlled directly or indirectly by Emory and which further the academic, scholarly, service, or other missions of the University may be eligible to be an affiliate. Clinical affiliations of any type and academic journals with which faculty members are involved are not considered affiliates for purposes of this policy.

Policy Details

The addition of a new affiliate relationship, material change in exempt purpose of an affiliate, or significant change in the number of employees or other aspects of a current affiliate relationship with Emory requires approval by the Ways and Means Committee (“WAM”), or its delegate.

WAM will require a department, school or unit at Emory to sponsor the affiliation and take responsibility for any financial liability the affiliate has with regard to Emory as a result of the affiliation. A dean, chief business officer or vice president, or above, from such sponsoring school, department or unit shall also be responsible for articulating to WAM the way in which the affiliation furtheres the academic, or other, mission of Emory, as well as describing the financial and operational arrangement associated with the affiliation.

WAM or its delegate will review on-going affiliate relationships at least once every five years with support from the Office of the General Counsel and the Vice
President for Human Resources.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/10.16](http://policies.emory.edu/10.16)
- Guidelines for Affiliate Relationships
  ([http://eu-securefile.eu.emory.edu\finadmin\BUDGET\budget_share\SHARE\Allocation\Affiliates\guidelines for affiliate relationships](http://eu-securefile.eu.emory.edu\finadmin\BUDGET\budget_share\SHARE\Allocation\Affiliates\guidelines for affiliate relationships))

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions about Affiliates</td>
<td>Melinda Simon</td>
<td>404-712-1169</td>
<td><a href="mailto:mesimon@emory.edu">mesimon@emory.edu</a></td>
</tr>
<tr>
<td>Questions about WAM procedures</td>
<td>Ashley Floyd</td>
<td>404-727-7110</td>
<td><a href="mailto:ashley.floyd@emory.edu">ashley.floyd@emory.edu</a></td>
</tr>
</tbody>
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Revision History

No previous versions of this policy were found.

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*