



Title: Institute Affiliates Program Policy & Procedures

Effective Date: March 1, 2026

Applies to: Institute for Integrated Behavioral Health Research (IIBHR)

Purpose: The Institute for Integrated Behavioral Health Research Institute Affiliates Program Policy establishes guidelines for the auxiliary appointment and engagement of **External Affiliate Faculty** and **Research Affiliates** to foster collaborative research, workforce development initiatives, and scholarly engagement aligned with the Institute's mission. Affiliate appointments recognize a formal, non-employment relationship between IIBHR and distinguished external scholars or behavioral health professionals and leaders who contribute to the Institute's mission. Affiliate appointments do not constitute employment and confer no compensation or benefits.

Categories: Two categories of affiliation are offered which fall under the Auxiliary Faculty classification in accordance with the WesternU Faculty Handbook.

- **External Affiliate Faculty:** Individual holding full-time faculty appointments at accredited institutions or equivalent scholarly positions in research-intensive settings (e.g., senior industry researchers, health systems researchers, policy scholars).
- **Research Affiliates:** External professionals or researchers contributing to Institute initiatives who may not hold faculty rank (e.g., industry scientists, data scientists, clinicians, policy leaders, think tank researchers).

Definition: An *Institute Affiliate* is a non-salaried, non-tenure-track designation awarded to accomplished behavioral and mental health researchers, professionals, clinicians, policymakers, or industry leaders who contribute to the mission of the Institute. The Institute designation does not constitute a faculty appointment under the WesternU Faculty Handbook.

Eligibility Criteria: Candidates for the Institute Affiliate Program appointment should:

- Hold primary employment outside of Western University of Health Sciences
- Have earned an advanced degree
- Demonstrate active scholarly or professional engagement relevant to IIBHR's mission and research agenda
- Maintain good standing at their home institution
- Submit an application consisting of: curriculum vitae, brief statement of mutual benefit, letter of support from sponsoring IIBHR director

Appointment Process:

1. **Application:** The candidate must apply to the IIBHR Affiliate Program.
2. **Review:** The Institute Director will review applications based on eligibility criteria, alignment with Institute needs, and expected contributions.
3. **Approval:** Final appointment will require approval from the IIBHR Director and the Dean of the College of Health Sciences or their designated officer.



4. **Notification and Documentation:** Appointed affiliates will receive a formal appointment letter outlining the scope of engagement, term, and expectations.

Terms of Appointment: *Institute Affiliates* shall serve a two-year term renewable upon review.

- **Duration:** Typically, two-year renewable term.
- **Compensation:** The Institute Affiliate position is non-salaried and non-benefited.
- **Title Usage:** Institute Affiliates may use the title based on their designation in one of two categories. “Affiliate Faculty, Institute for Integrated Behavioral Health Research - Western University of Health Sciences” or “Research Affiliate, Institute for Integrated Behavioral Health Research – Western University of Health Sciences.” Titles may be used in professional correspondence and bios.
- **University Resources:** WesternU email address and identification badge will be issued to the affiliate for use while conducting business on behalf of or with the Institute. Institute Affiliates may have access to university shared resources of IT and the library as needed.
- **Revocation:** Appointments may be revoked at any time for failure to uphold institutional values, inactivity, or inconsistent conduct with the Institute’s mission.

Roles and Responsibilities: *Institute Affiliates* may engage in the following activities, as appropriate to their expertise and availability:

- a. **Mentorship:** Provide mentorship or professional guidance to Institute student interns, fellows, or post-docs and junior faculty.
- b. **Speaking Engagements:** Participate in class lectures, panel discussions, or professional events to share real-world insights, best practices, and emerging trends in behavioral and mental health practice, research, and policy.
- c. **Project Supervision:** Collaborate on capstone projects, case competitions or community partnerships.
- d. **Affiliation Acknowledgment:** Acknowledge IIBHR affiliation in relevant scholarly products and engaging potential partnerships.
- e. **Professional Expertise:** Offer industry insights to inform Institute scholarly agenda.
- f. **Confidentiality:** Institute Affiliates must adhere to institutional confidentiality and ethical conduct standards when engaging with students or institutional partners, collaborating on grant submissions, providing service on advisory initiatives, and engaging in other Institute-related business that requires respect for the confidentiality of sensitive information shared during Institute operations and discussions.
- g. **Voluntary Service:** Serve in a voluntary capacity, without expectation of compensation or reimbursement for expenses.
- h. **Compliance & Risk Management:** Affiliates are not employees of WesternU and do not receive benefits, salary, or employment rights. Affiliates may not independently submit grants through WesternU without formal PI eligibility approval. Affiliates must complete required compliance training if participating in IRB-regulated research under WesternU auspices.

- i. **Conflict-of-Interest and Disclosures:** Institute Affiliates must be familiar with the University Policy on Conflicts of Interest. If an *Institute Affiliate* influences, or could attempt by their advice to influence, decisions on matters in which any conflict, or appearance of conflict, exists between the member’s personal interests and the interests of the University, the Institute, or the College of Health Sciences, the member must either 1) refrain from involvement in the matter, or 2) disclose the conflict and where appropriate in the University’s sole discretion, secure approval from the Institute Director and University leadership prior to involvement in the matter to manage the conflict consistent with University policy. Any *Institute Affiliate* with conflicts of interest as defined by University Policy must complete the conflict-of-interest disclosure [form](#).

Termination: *Institute Affiliates* may resign at any time by providing written notice to the Institute Director. The Director may also terminate an affiliation, with or without cause, upon written notice.

Amendment of Policy: This Institute Affiliate Policy may be amended or revised as necessary by the Institute Director and in consultation with the University Office of Legal Affairs and the Policy Office. *Institute Affiliates* will be informed of any changes to this policy.

Acknowledgment: By accepting an affiliate appointment in the Institute, the appointed acknowledge their commitment to fulfilling the roles and responsibilities outlined in this policy and their understanding of the non-voting nature of their appointment.

Responsible Department: College of Health Sciences (CHS), Institute for Integrated Behavioral Health Research

Contact: Josh Matacotta, Psy.D., M.A.
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Institute Affiliate Faculty	
Name:	
Title:	
Signature:	
Date:	



Institute Representative	
Name:	Josh Maticotta, Psy.D., M.A.
Title:	Director, Institute for Integrated Behavioral Health Research Associate Professor CHS Acting Vice Dean
Signature:	
Date:	

Policy Prepared by: Josh Maticotta, Psy.D., M.A.

Last Date Updated: 2/19/26