

Effective 9/12/2011

Effective with this letter, the Office of the Provost and Vice President for Academic Affairs will no longer be involved in processing requests for either initial or renewal Educational Affiliate (EA) appointments. This responsibility is being shifted to the office/individual making the initial appointment. The appointing office is now responsible for processing the initial Educational Affiliate ID Request Forms and for monitoring and processing a new Educational Affiliate ID Request Form for EAs that need to be renewed.

Under this new procedure, EA ID Request Forms will no longer be routed through the Vice President for Academic Affairs for signature. The Vice President for Academic Affairs signature is being replaced by an "Administrative Supervisor Approval" signature. The "Administrative Supervisor" is the supervisor of the person initiating the EA request. When the Administrative Supervisor Approval has been secured, the form should be sent directly to the Office of Public Safety.

To assist in the transition, please note the following:

1. A new Educational Affiliate ID Request Form should be used. A copy of the new form is attached.
2. A list of active EAs that our records indicate was appointed through your area.
3. A second list of active EAs is attached. We have no information on these appointments. Please review the list and if you see an EA that was appointed within your area, please share the information with the appropriate individual to ensure their EA appointment is renewed (if appropriate) before their expiration date.
4. Educational Affiliate Status expires 1 year after the effective date. Public Safety requires the submission of a new form each year to renew EA appointments.
5. To ensure that there is no lapse in services, you should process a new Educational Affiliate ID Request Form in advance of the expiration date to avoid a disruption in EA's ISU services.

If you have any questions as we transition to the new process, please call Yvonne Russell at 237-3662.

[Educational Affiliate ID Request Form:](#)

Thanks for your assistance.

Mark Green