



Card Issuance for Temporary KU Affiliates, Temporary Faculty, & Temporary Staff

A temporary KU Card will be issued to KU affiliates (visiting scholars, Fulbright scholars, adjunct faculty, and researchers), temporary faculty, and temporary staff based on the following criteria.

- 1) Visiting Scholars and Fulbright Scholars – must be appointed as temporary and hold an appointment of three (3) weeks or longer.
- 2) Adjunct Faculty and Researchers – must be appointed as temporary and hold an appointment of at least four (4) months or one semester.
- 3) Temporary Faculty and Temporary Staff – must be appointed 50% or more to a temporary position and hold an appointment of two (2) months or longer.

This can only occur if the appointment has been entered into the HR/Payroll system, and the data has been interfaced to the KU card system.

The temporary card will contain the individual's photo, which will be captured at the time the card is issued, name, card ID number, and status. It will also contain an expiration date.

Information regarding affiliate appointments:

www.hreo.ku.edu/policies_procedures/category_details/13.

Information regarding temporary appointments:

www.hreo.ku.edu/files/documents/temporarypos.pdf

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