GUIDELINES ON JOINT APPOINTMENTS

Preamble

These guidelines are designed to regularize joint appointments on the Main Campus, and to minimize ambiguities and misunderstandings for departments, programs, schools, and faculty so as to encourage faculty to collaborate across departmental and programmatic lines. They should be construed as setting general parameters and establishing basic procedural sequences.

I. Status

A. Primary unit: Each jointly appointed faculty member belongs to a primary unit (school or department or program) that has its own ordinary faculty.

B. Secondary unit: Each jointly appointed faculty member also belongs to a secondary unit. (In most cases the secondary unit will be a school or department that has its own ordinary faculty, but this may not be a necessary condition.)

C. Rights and privileges: Each jointly appointed faculty member has full rights and privileges of all ordinary members in each of the two units, including the right to attend faculty meetings and vote.

D. Budget line: The budget or tenure line for the joint appointee normally resides in the primary unit. In cases where funding for a joint appointment is provided by more than one unit, the primary unit will normally be that which provides the preponderance of the resources. When the contributions are even, the primary unit must be negotiated.

E. Points of decision: The primary unit has primary (but not exclusive) responsibility for searches, hiring, tenure, promotion, contract renewal, merit review, granting of sabbaticals and leaves of absence, and other points of decision that faculty members pass through. The primary unit is required to solicit, take into account, and reflect the views of the secondary unit with respect to all of these decisions.

---

1 This document was passed by the Interim Executive Faculty on October 26, 1994, and approved by the Council of Deans and the Executive Vice President of the Main Campus on November 3, 1994.
II. Appointment procedure

A. Searches and hiring: The primary unit, after consultation with the secondary unit, appoints and charges a committee to conduct a search for a new joint appointment. Membership of the committee should include substantial representation from each of the units. The decision to hire the candidate nominated by the search committee requires the approval of both units, which shall be made according to their nominal procedures.

B. Lateral joint appointments: A faculty member who holds an appointment in one unit of the university may, together with another unit, request a primary or secondary joint appointment with another unit. Following this request, substantial prior consultation must take place among the two units, the level above the units (Dean or EVP), and the prospective joint appointee to ensure that the needs and interests of all parties are satisfied. The terms of this request, including its financial ramifications, should ordinarily be acceptable to each unit involved, with final approval coming from the EVP.

C. Vacancies: There shall be a presumption that original joint appointments (those made pursuant to a dedicated search and new hiring) and lateral programmatic joint appointments (those that represent the transfer of programmatic resources and commitments and are designated as such in writing by the EVP at the time the transfer is made), when vacated, will be filled in the same manner, with respect to primary and secondary units, discipline and field of expertise, distribution of responsibilities and other particulars, unless the two units agree on a different formulation. Lateral individual joint appointments (those that do not represent the transfer of programmatic resources and commitments, but are made to accommodate the abilities and interests of a particular incumbent, are designated as such in writing by the EVP at the time the transfer is made), when vacated, will be filled on the basis of terms agreed to among the EVP and the Schools, Departments, or Programs involved. In the case of a joint appointment whose funds were raised wholly by the primary unit, greater consideration will be given to the primary unit with regard to the definition of the new appointment if and when the position comes open.

III. Evaluation and assignment of duties

A. Tenure and promotion: The primary unit is responsible for administrative procedures regarding tenure and promotion and for forwarding documentation. The primary unit will normally initiate the solicitation of outside evaluators after negotiation with the other unit. The secondary unit conducts a separate consideration and vote on each candidate for
tenure or promotion and submits its findings to the primary unit. The primary unit must take into account and reflect the views of the secondary unit in its deliberations and report and must provide a copy of this report to the secondary unit.

B. Merit review: The primary unit is responsible for conducting the merit review. The primary unit must solicit, take into account, and reflect the views of the secondary unit with respect to the merit review and must communicate the results of this review to the secondary unit.

C. Teaching and service assignments: At the time the joint appointment is made, the two units of the joint appointee must agree in writing on the normal distribution of the joint appointee’s teaching responsibilities, including the number of courses, class size and levels of instruction, service responsibilities, location of the joint appointee’s office, and other matters bearing on the performance of his or her duties. The normal expectation is that teaching and service responsibilities will be divided equally between the two units. The administrative responsibility for course assignment will reside with department chairs. Changes in this agreement may be made by agreement among all three parties. In the case of sabbaticals and leaves an appropriate division of human and financial resources will be made.

IV. Other

A. Facilities and support: The joint appointee normally receives routine office supplies and administrative services from the unit in which he or she is housed and major supplies or support (such as computers, research assistants, travel or summer grants) from his or her primary unit.

B. Adjudication: It is the responsibility of the joint appointee and the primary and secondary units to work out long-term and ongoing arrangements that meet the objectives of the joint appointment and satisfy all parties to it. If any party is not satisfied with a decision or arrangement, that party may appeal to the EVP with input (as appropriate) from the joint-appointee and all relevant deans, chairs, and/or program directors.

V. Appointment of Associated Faculty

A. Definition and purpose: A faculty member based in a primary unit (Department, School or Program) may be offered appointment as an Associated Faculty member in another unit. The purpose of such an appointment is to foster cooperation across departmental, school and
disciplinary lines. Associated faculty normally are invited to meetings and activities of the associated unit, are available to undergraduate and graduate students, and are formally listed in faculty rosters. They may also take part in additional activities of the associated unit as agreed upon by the primary unit, associated unit and the individual.

B. Illustration: Associate faculty status is desirable for faculty who are unavailable for formal joint appointment status, but whose teaching and research interests provide a good basis for cooperation. For example, Department faculty who teach significant numbers of SFS students are encouraged to take Associated Faculty appointment with the SFS. Conversely, SFS core faculty with corresponding disciplinary interests are encouraged to take Associate Faculty appointments with a related Department (Economics, Government, History, etc.).

C. Budget line, merit review, and promotion: These remain with the primary unit. However, activity of the faculty member in the associated unit may be offered by the faculty member to be taken into account for merit review in the primary unit.

D. Teaching: While this remains with the primary unit, associated faculty will advice and mentor students in the associated unit and will welcome enrollment in their courses by students from both units. By agreement of all parties, the faculty member may occasionally teach a course in the associated unit. Associated faculty may also serve as members or chairs of doctoral examination and dissertation committees, subject to usual procedures for such roles.

E. Service: This remains principally with the primary unit, but faculty will be available for supplementary service activity in the associated unit (e.g., recruitment and curriculum committees). Normally they will be full voting members of such committees, although not voting members of the associated unit itself.

F. Procedure to establish associate faculty status: (This is similar to that for joint appointments.) A faculty member holding appointment in one unit may request faculty associate status in another. Following this request, substantial prior consultation must take place among the two units, the level above the units (Dean or EVP), and the prospective appointee to ensure that the needs and interests of all parties are satisfied. The letter of appointment should include a listing of the specific responsibilities of the faculty member. The request must be approved by the faculty of the unit to which the candidate applies. The associate appointment may be terminated at the request either of the appointee or the associated unit.