

JOINT FACULTY APPOINTMENTS APPLICATION GUIDELINES

Faculty collaboration and interdisciplinary activities are to be encouraged and supported. In some cases, to foster such activities, faculty may pursue joint appointments with other department/schools within the same college or across different colleges. In such cases, the following policies and procedures apply:

1. A faculty member, an academic department chair/director, a college dean, the provost, and/or the president may initiate a joint faculty appointment across two or more departments/schools. No joint appointment will be considered unless the faculty is supportive.
2. A faculty member must initiate in writing a request for a joint appointment in another department/school through his/her department chair/director to the department chair/director of the new department in which the joint appointment is to be held. The request should have the approval of the chair/director of the original department and outline a rationale for the request indicating how the joint appointment supports the university, college, and departmental mission. Additionally, the responsibilities to be assumed under the joint appointment in the new department/school and how this will impact the responsibilities of the faculty member in his/her original department must be explained. The appointment should carry a fixed length of time not to exceed five years and can include renewal provisions subject to review and approval of all parties.
3. The new department/school chair and the new department/school's Promotion and Tenure Committee should review the request and approve or disapprove the request. For purposes of joint appointments, the Promotion Tenure, and Reappointment Standards of the new department/school should govern the granting of the joint appointment. If approved, the request with supporting approvals should be forwarded to the collegiate dean for approval. If the collegiate dean approves, the request should be forwarded to the provost for final approval. If the joint appointment involves more than one college, both deans must approve the request prior to being forwarded to the provost.
4. The terms of the joint appointment must have clear budget implications and the faculty member must retain a majority appointment in one department/school (i.e., there will be no 50/50 splits of time and effort). Ordinarily, the department/school and the original department/school will bear the cost of the venture in accordance with the proportion of effort expended in each. The department/school with the majority appointment will be responsible for the performance evaluation. The terms of the joint appointment must detail how the faculty member's responsibilities and performance in the new department/school will be incorporated into the annual performance evaluation process and the Promotion, Tenure, and Reappointment process.

5. The terms of the joint appointment should be specific as to the following issues:
 - A. The participation of the faculty member holding the joint appointment in the host department's faculty governance procedures. The faculty member may have full voting rights on all matters in both departments/schools including serving on peer review committees in one or both departments/schools. Alternatively, the faculty may have partial voting rights in the host department only on matters of direct interest to the faculty member and full voting rights in the home department/school.
 - B. Designation of the primary appointment (home department) and a statement regarding the faculty member's tenure status.
 - C. The process by which the faculty member will be reviewed for performance, reappointment, promotion, and/or tenure including the degree and type of participation of the host department/school in this process.
 - D. The workload responsibilities in each department/school identifying the specific courses and number of sections to be taught in each department/school for the duration of the joint appointment.
 - E. The level of staff support, supplies, assignment of graduate assistants, etc. to be provided by each department/school participating in the joint appointment.
 - F. The overhead credited to each department/school from new research grants obtained by the faculty member holding the joint appointment will be negotiated by the chairs/directors of the units involved considering the content of the project and departmental/school responsibilities and commitments.
6. Issues arising from the joint appointment not covered above or by existing university policy shall be decided by mutual agreement of all parties.
7. The attached transmittal form is to be used to forward the request for a joint appointment.