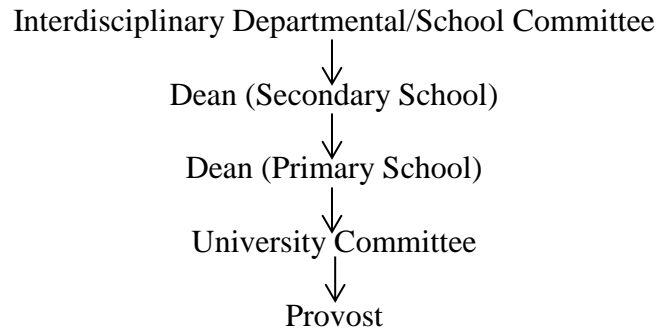


Joint Appointments

- A. On occasion, the Provost and Vice President for Academic Affairs will determine that it is appropriate to create an appointment for a tenure-track faculty member with responsibilities in two schools (a “joint academic appointment”). In such cases, the terms and conditions of the appointment will be described in as much detail as is practicable in a formal letter of appointment. The letter of appointment shall be signed by the deans of the schools involved and by the faculty appointee (“the parties”).
- B. Minimally, the following terms and conditions shall apply to all such appointments:
- The letter of appointment shall specify which of the two schools is “primary” and which is “secondary” for the purposes of the appointment.
 - The dean and (if applicable) the department chair in the primary school shall serve as the appointee’s dean and chair for the purposes of annual performance reviews, salary recommendations, applications for pre-tenure leave (if applicable), arrangements for family or parental leave, and all other matters of professional supervision. The dean and chair in the primary school shall be responsible for communicating the results of all such actions to the dean and chair in the secondary school.
 - Relating to the tenure/promotion of the faculty appointee, the following procedures shall apply:
 1. A five-member interdisciplinary department/school committee shall be created.
 - a. Three seats shall be filled by members of the primary school; two seats shall be filled by members of the secondary school.
 - b. If either school is organized by department, the chair of the relevant department shall serve as one of the members from that school.
 - c. Other seats shall be filled by election in the respective schools. The details of who shall be eligible to serve in this capacity and of who shall vote in these elections shall be separately specified for each school in the letter of appointment.
 2. The dean of the secondary school shall write a recommendation for the faculty appointee in lieu of the department chair’s letter described in the Faculty Handbook.
 3. The dean of the primary school shall write the dean’s letter of recommendation for the faculty appointee.

4. All members of the interdisciplinary department/school committee will have access to the results of the Student Evaluation Surveys conducted in all of the candidate's courses that were evaluated, regardless of the school in which the teaching occurred.
5. The process for tenure recommendations for joint appointees shall be organized as follows:



C. Additional topics that should be addressed in the letter of appointment whenever they are applicable include, but are not limited to, the following:

- The appointee's expected teaching load in each school.
- Any expectations regarding advising, committee work, or other department service in each school.
- The appointee's right to vote as a member in each department and/or school and the issues on which he/she may exercise that franchise (dean's reviews, curricular issues, other matters). The default assumption shall be that a faculty member in a joint appointment will have full voting rights in the primary appointment but limited voting rights – excluding voting on all hiring, tenure, and promotion decisions – in the secondary appointment.

D. The letter of appointment shall also make clear that a request to modify the terms of the joint appointment may be submitted to the Provost and Vice President for Academic Affairs at any time. Such a request may be made by the appointee or by the dean of either the primary or the secondary school. The Provost and Vice President for Academic Affairs shall seek the input of the other parties before reaching a decision. The primary consideration in such cases shall be the equitable treatment of the appointee with respect to his/her expectations regarding tenure, promotion and career development in his/her field. Any adjustment to the terms and conditions of the appointment shall be specified in a revised letter of appointment with copies to all parties.

Reviewed by Academic Council
December 16, 2013

Amended language re voting rights in Section (c) added February 18, 2014

Promulgated as Policy by the Office of the Provost
pending revision of the Faculty Handbook