

College of Arts and Sciences
Policy on Joint Appointments of Regular Faculty
Approved by Faculty Council October 11, 2023

I. Introduction

The College of Arts and Sciences allows individual faculty to maintain appointments in more than one department, when this best promotes the missions of the College and University across the areas of teaching, research and creativity, and service. One such mission is to encourage, facilitate, and reward interdisciplinary educational and scholarly activities. Another is to enhance efficiency in the allocation of faculty time and energy, in terms of the achievement of recognized instructional, scholarly, and professional development goals. Joint appointments may contribute to these two missions.

II. Joint Appointment Types

Joint appointments can be of two types: (1) Initial appointment made in more than one department at the time of hiring; (2) Conversion of a pre-existing appointment of a faculty member from a single department to more than one department. Both types require an allocation of the faculty member's workload between departments. The creation of a joint appointment may be initiated by the (current or prospective) faculty member, one or more of the affected departments, or by the Dean's Office. All procedures relating to the search process and MOU must be followed in accordance with the University Policy Library Chapter 305.

- A. Initial appointment made in more than one department at the time of hiring.
1. Submitting a position request: Chairpersons of participating departments will work together to submit the position request to the Dean. The position request will include how the position will contribute to the teaching, scholarship, and service of each department.
 2. Search Committee formation: Search committees will have equal representation from departments participating in the joint appointment. The search committee composition must be approved by the Chairpersons and the Dean.
 3. Responsibilities of the Search Committee: The search committee will
 - (a) Write the job ad and circulate to the department faculty and appropriate professional communities.
 - (b) Accept nominations and applications.

- (c) Provide summaries of the progress of the search to all department faculty and Chairpersons upon request.
 - (d) Make CVs available to department faculty for perusal.
 - (e) Recommend candidates who will be invited for campus interviews to the Chairpersons. Chairpersons will meet with the Dean to communicate the decision.
 - (f) Notify all department faculty of invited candidates, their schedules, and provide opportunities for faculty to meet with candidates.
 - (g) Solicit feedback on candidates from all faculty
 - (h) Submit evaluations of candidates to Chairpersons. Chairpersons will share these evaluations with the Dean.
4. Search budget: The budget and administrative aspects of the search will be determined by the Chairpersons and the Dean. One of the departments will be selected to handle the administrative aspects of the search.
 5. Candidate visits: Aspects of the candidate visits will be coordinated with all departments. Meals, socials, seminars, and lectures will be open to all faculty.
 6. Candidate negotiations: The Dean will negotiate the details of the position with a candidate.
- B. Conversion of a pre-existing appointment of a faculty member from a single department to a joint appointment.
1. The faculty member, Chairpersons, and the Dean will meet to discuss the proposed change in appointment.
 2. All stakeholders must be in agreement for the conversion to a joint appointment and to the binding Memorandum of Understanding outlining the details of the joint appointment.

III. Memorandum of Understanding

It is essential that everyone affected understands the implications of any joint appointment and agree that such an appointment best serves the missions of the College and the University. The details of the faculty member's responsibilities to each of the departments shall be clarified in a memorandum of understanding (MOU) and approved by both Chairpersons and the Dean. This MOU will serve either as: (1) part of an initial letter of appointment to the College; or as (2) a modification of an existing appointment. Any changes to the expectations outlined in the MOU after initial acceptance must be approved by the faculty member, departments, and Dean. Additionally, the jointly appointed faculty member or their Chairpersons can request

termination of a joint appointment. Termination of a joint appointment while the faculty member is on the tenure track is highly discouraged and should only be approved in extraordinary circumstances. After a thorough investigation, the Dean will determine whether a joint appointment should be dissolved.

The following will be the basis of an MOU.

- A. Faculty Office Space: Where possible and practicable, the faculty member will have space in each Department.
- B. Research Space: The faculty member would be provided space (as appropriate for discipline) to conduct scholarship.
- C. Teaching: Teaching load responsibilities and expectations to the departments will be detailed.
- D. Scholarship: Research and creative activity (including any funding) expectations will be delineated. They will be consistent with College of Arts and Sciences standards.
- E. Department Service: The faculty member will participate in service to both departments, with care taken to not overload in this area. Overall, the service load must be balanced, and the faculty member should not be expected to take on more than the typical service of a faculty member of their rank.
- F. Department Meetings: The faculty member will attend department meetings in each department and will have voting rights in each. Chairpersons must ensure that meetings are not held at the same time or during the faculty member's scheduled teaching.

IV. Faculty Review

The faculty member will have a review committee (e.g. Tenure and Promotion, Sabbatical, etc.) comprised of equal numbers of members from each department, approved by Chairpersons and the Dean. The Chairpersons will collaborate and submit a joint review of the faculty member.

V. Representation in College and University Service

In cases where the faculty member is participating in College level service they may be representing only one of their departments (such as on Faculty Council), this will be explicitly stated and made clear to all participants. In cases involving University level service, the faculty member is representing the College.