

JOINT FACULTY APPOINTMENTS

FAM 642.56

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Purpose and Scope

This policy sets forth the guidelines and process for tenure-line faculty to obtain joint appointments in more than one academic department either when they are first appointed or during their service at the university.

Definition

1. The term "department" in this policy shall mean an academic department within the Division of Academic Affairs.
2. "Faculty member" shall mean a tenure-line (both probationary and tenured) instructional faculty member.
3. "Administratively responsible department" refers to the primary department of a faculty member holding a joint appointment.

Policy Statement

A temporary shift in the distribution of work load between departments is not grounds for reassigning the faculty member to another department.

A faculty member on a joint appointment is not to be considered a part-time faculty member in each department involved, but rather shall be considered a full-time faculty member by all departments.

At the end of a joint appointment, the appointee has the option to request an extension of the appointment or appointment in one department.

The department involved in a joint appointment may be in more than one college.

Procedures for Appointing New Faculty for Joint Appointment

Departments which wish to recruit faculty for joint appointment between two or more departments shall do so using the same procedures for requesting authorization to recruit for tenure-line faculty as department requesting such authorization for regular faculty appointments. The search process shall also conform to existing University policies and procedures governing faculty recruitment with these additional requirements in the case of joint appointments.

1. The Search Committee shall be composed of an equal number of tenured faculty representatives from each of the departments within which the joint appointment will be made.
2. Recommendations of candidate(s) for joint appointment from the Search Committee shall be accompanied by a recommendation regarding the department that will serve as the administratively responsible department for the joint appointee and the proportion of the appointee's position to be assigned to each department.
3. The pertinent dean(s) shall make a (joint) recommendation to the Provost and Vice President for Academic Affairs regarding the administratively responsible department after appropriate consultation with the affected departments.
4. In order for a new joint appointment to be made with tenure, the evaluation committees of the affected departments shall evaluate the appointee using the criteria and standards in the Procedures and Criteria for Performance Review and Periodic Evaluation and make a recommendation. If any of the department involved recommend against appointment with tenure, the joint appointment can only be a probationary one. If all of the recommendations are positive, the recommendations are forwarded to the Provost and Vice President for Academic Affairs. The President or designee shall make the final decision on appointment with tenure.

Procedures for Appointing Current Faculty to Joint Appointment

Any tenure-line faculty may request joint appointment. The process of approval are as follows.

1. A memorandum by the faculty requesting the joint appointment shall be sent to the dean(s) of the affected college(s). This memorandum shall contain a description of the individual's academic qualifications for such an appointment, a statement detailing the role of the prospective joint appointee in the educational and professional program(s) to which they will be assigned, and the proportion of their position to be assigned to each department, and the department which will serve as their administratively responsible department.
2. The dean(s) shall forward this memorandum to the pertinent departments, including the department in which the prospective joint appointee currently holds appointment, for the consideration of their respective tenure-line faculty and chairs.
3. The appropriate department chairs shall then review the request with the tenure-line members of their respective department. Each department shall vote on whether to recommend or not recommend the joint appointment. All tenure-line faculty members in a department shall be eligible to vote. The vote shall be conducted by secret ballot and requires an affirmative vote of an absolute majority of the tenure-line members of the department for a positive recommendation of the joint appointment. [Note: an absolute majority in this context means more than 50% of all tenure-line members of the department irrespective of whether they cast a valid ballot.] If any of the involved department do not agree to the joint appointment, the request shall not be approved. If all involved department approve of the joint appointment, their positive recommendations shall be sent to the college dean(s). This recommendation, if positive, shall include a recommendation regarding the department which will serve as the administratively responsible department for the joint appointee and the proportion of the appointee's position to be assigned to each department.
4. The college dean(s) shall then consider the recommendations of the involved department and, following consultation with the pertinent department, shall forward their recommendation(s) and those of the department to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs shall make the final decision on whether to approve the joint appointment.

Letters of Appointment for Joint Appointment

In addition to the material included in letters of faculty appointment under existing University and California State University system policies, the following shall be inserted into the letters of faculty appointment given to joint appointees:

1. The proportion of the appointee's position assigned to each department shall be specified. In the case of a tenured faculty member at this university who subsequently receives a joint appointment, the appointment letter shall state whether the appointment is permanent or for a specified number of years.
2. The administratively responsible department shall be specified.
3. The appointee shall be informed that the proportion of their teaching assignment in their respective departments may vary from semester to semester within the limits of their appointment.
4. The appointee shall be informed of the right to participate fully as a member of the faculty in each of the department in which the appointment is held. However, the joint appointee may vote from only the administratively responsible department in college-wide or university-wide elections. Similarly, the joint appointee may only serve on college-wide or university wide committees from the college in which the administratively responsible department is located.

Work Assignment and Support for Joint Appointees

Faculty receiving joint appointments shall receive all of the professional benefits accorded to other members of the faculty. In addition, the following considerations apply:

1. The chair of the administratively responsible department shall be responsible for coordinating and administering the scheduled work load for the joint appointee as well as arranging for their office accommodations. The sources for such accommodation and support shall be determined in consultation with the other pertinent department(s) and dean(s).
2. The participation of jointly appointed faculty in the faculty governance processes within their respective departments and college(s) is encouraged. However, joint appointees should discuss the nature and extent of their participation with the chairs of their respective departments and the appropriate dean(s). A balance should be sought which will not impose more demands for service on joint appointees than falls upon regularly appointed faculty of equivalent rank and tenure status.

Evaluation

1. Departmental Evaluation. In the year when a joint appointee is scheduled to be evaluated, there shall be established one department evaluation committee for the purpose of performing periodic evaluation or performance review of a jointly appointed faculty member.

- a. The committee shall consist of three members selected by lot from among the department evaluation committees of the departments within which the candidate holds a joint appointment.
 - b. As closely as possible, each department shall be represented on the committee in equal proportion to the proportion of the appointee's position assigned to each department.
 - c. For performance review, a joint department chair recommendation shall be prepared by the relevant chairs.
2. College Evaluation. If a joint appointment involves two or more Colleges, a joint College- level evaluation committee shall be established (when needed) for performance review.
- a. The committee shall consist of four members selected by lot from among the evaluation committees of the Colleges within which the candidate holds a joint appointment.
 - b. As closely as possible, each College shall be represented on the committee in equal proportion to the proportion of the appointee's position assigned to each College.

The dean's recommendation shall be prepared by the dean of the administratively responsible College after consultation with the dean(s) of the other college(s) involved.

Subsequent Appointment in a Single Department

1. A joint appointee tenure-line without prior membership in any of the departments may subsequently request appointment in only one of those departments. Such an appointment shall be requested in the following way: A memorandum requesting the appointment shall be sent to the dean of the affected college. This memorandum shall contain a description of the individual's academic qualifications for such an appointment along with a statement detailing the role of the prospective appointee in the educational and professional program to which they will be assigned.
2. The dean shall forward this memorandum to the pertinent department, including the departments in which the prospective appointee currently holds a joint appointment, for the consideration of their respective tenure-line faculty.
3. The departments being consulted shall forward a recommendation on the request to the dean(s). A positive recommendation forwarded from the department must follow the voting procedures described above.
4. After receiving their recommendations, and following consultation with the pertinent department, the dean(s) shall forward their recommendation(s) and those of the faculty

to the Provost and Vice President for Academic Affairs for final decision.

A faculty member who held a full-time tenured or probationary appointment in a single department prior to being given a joint appointment between that department and another department may request and be granted a full-time appointment in his or her original department by the above procedure, but may be appointed fully to the other department only by following the Policy Concerning Departmental Transfer.

Approvals

Approved by the Faculty Senate on 5/5/2020

Signed by the President on 6/23/2020

History

First created: 2000 by FAC

Renumbered: 2013 from _____ to _____