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## **POLICY CONCERNING JOINT FACULTY APPOINTMENTS FAM 642.56**

### 1. PREAMBLE AND DEFINITIONS

The purpose of this policy is to enable instructional faculty appointments in more than one academic department/school, which may ultimately lead to the granting of tenure. However, a currently tenured faculty member at this university may receive a joint appointment that expires after a specified number of years. The term "department/school" in this policy shall mean an academic department/school within the Division of Academic Affairs. "Faculty member" shall mean an instructional faculty member. "Administratively responsible department/school" refers to the primary or "home" department/school of a faculty member holding a joint appointment. A temporary shift in the distribution of work load between departments/schools is not grounds for reassigning the faculty member to another administratively responsible department/school. A full-time faculty member on a joint appointment is not to be considered a part-time faculty member in each department/school involved because of the assignment of a partial work load in each relevant department/school, but rather shall be considered a full-time faculty member by all departments/schools. The department/schools involved in a joint appointment may be in more than one college.

### 2. PROCEDURES FOR THE SELECTION OF NEW FACULTY FOR JOINT APPOINTMENT

Departments/schools which wish to recruit faculty for joint appointment between two or more departments/schools shall do so using the same procedures for requesting authorization to recruit for tenure-track faculty as department/schools 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.

- 2.1 The Search Committee shall be composed of an equal number of tenured faculty representatives from each of the departments/schools within which the joint appointment will be made.
- 2.2 Recommendations of candidate(s) for joint appointment from the Search Committee shall be accompanied by a recommendation regarding the department/school that will serve as the administratively responsible department/school for the joint appointee and the proportion of the appointee's position to be assigned to each department/school.
- 2.3 The pertinent dean(s) shall make a (joint) recommendation to the Vice President for Academic Affairs/Provost regarding the administratively responsible department/school after appropriate consultation with the affected departments/schools.
- 2.4 In order for a new joint appointment to be made with tenure, the evaluation committees of the affected departments/schools 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/schools 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 Vice President for Academic Affairs/Provost. The President or designee shall make the final decision on appointment with tenure.

### 3. PROCEDURES FOR THE APPOINTMENT OF TENURED OR PROBATIONARY FACULTY TO JOINT APPOINTMENTS

Any member of the tenure-track faculty at this university who wishes to alter their appointment to become a joint appointee with another department/school or departments/schools shall request such appointment in the following way:

- 3.1 A memorandum 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 a recommendation regarding the proportion of their position to be assigned to each department/school and the

department/school which will serve as their administratively responsible department/school.

- 3.2 The dean(s) shall forward this memorandum to the pertinent departments/schools, including the department/school in which the prospective joint appointee currently holds appointment, for the consideration of their respective tenure-track faculty and chairs.
- 3.3 The appropriate department/school chairs shall then review the request with the tenure-track members of their respective department/schools. Each department/school shall vote on whether to recommend or not recommend the joint appointment. All tenure-track faculty members in a department/school 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-track members of the department/school for a positive recommendation of the joint appointment. [Note: an absolute majority in this context means 50% plus 1 of all tenure-track members of the department/school irrespective of whether they cast a valid ballot.] If any of the involved department/schools do not agree to the joint appointment, the request shall not be approved. If all involved department/schools 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/school which will serve as the administratively responsible department/school for the joint appointee and the proportion of the appointee's position to be assigned to each department/school.
- 3.4 The college dean(s) shall then consider the recommendations of the involved department/schools and, following consultation with the pertinent department/schools, shall forward their recommendation(s) and those of the department/schools to the Vice President for Academic Affairs/Provost. The VPAA/Provost shall make the final decision on whether to approve the joint appointment.

#### 4. LETTERS OF APPOINTMENT FOR FACULTY RECEIVING 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:

- 4.1 The proportion of the appointee's position assigned to each department/school 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.
- 4.2 The administratively responsible department/school shall be specified.
- 4.3 The appointee shall be informed that the proportion of their teaching assignment in their respective departments/schools may vary from term to term within the limits of their appointment.
- 4.4 The appointee shall be informed of the right to participate fully as a member of the faculty in each of the department/school in which the appointment is held. However, the joint appointee may vote from only the administratively responsible department/school 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/school is located

## 5. 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:

- 5.1 The chair of the administratively responsible department/school 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)/school(s) and dean(s).
- 5.2 The participation of jointly appointed faculty in the faculty governance processes within their respective departments/schools and college(s) is

encouraged. However, joint appointees should discuss the nature and extent of their participation with the chairs of their respective departments/schools 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.

## 6. EVALUATION

- 6.1 Departmental/School Evaluation. Each year (when needed) there shall be established one department/school-level 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/school evaluation committees of the departments/schools within which the candidate holds a joint appointment.
  - b. As closely as possible, each department/school shall be represented on the committee in equal proportion to the proportion of the appointee's position assigned to each department/school.
  - c. For performance review, a joint department chair/school director recommendation shall be prepared by the relevant chairs/directors.
- 6.2 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.
  - c. 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.

## 7. SUBSEQUENT APPOINTMENT IN A SINGLE DEPARTMENT/SCHOOL

- 7.1 Any member of the tenure-track faculty at this university who was appointed to a joint appointment in two or more departments/schools without prior membership in any of them may subsequently request a full-time appointment in only one of those departments/schools. Such an appointment shall be requested in the following way:
- a. 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.
  - b. The dean shall forward this memorandum to the pertinent department/school, including the departments/schools in which the prospective appointee currently holds a joint appointment, for the consideration of their respective tenure-track faculty.
  - c. The departments/schools being consulted shall forward a recommendation on the request to the dean(s). A positive recommendation forwarded from the department/school must follow the voting procedures described in 3.3.
  - d. After receiving their recommendations, and following consultation with the pertinent department/schools, the dean(s) shall forward their recommendation(s) and those of the faculty to the Vice President for Academic Affairs/Provost for final decision.
- 7.2 A faculty member who held a full-time tenured or probationary appointment in a single department/school prior to being given a joint appointment between that department/school and another department/school may request and be granted a full-time appointment in his or her original department/school by the above procedure, but may be appointed fully to the other department/school only by following the Policy Concerning Departmental/School Transfer.