



University Policy Statement

UPS 210.300

JOINT APPOINTMENTS FOR TENURE-TRACK AND TENURED FACULTY

I. DEFINITIONS

- A. A joint appointment confers faculty status in more than one department or equivalent unit, which may ultimately lead to the granting of tenure. The units involved in a joint appointment may be in more than one school or college.
- B. "Administratively responsible unit" refers to the primary or "home" unit of a faculty employee (i.e., Faculty Unit Employee per the Collective Bargaining Agreement (CBA)) holding a joint appointment. A temporary shift in the distribution of workload between units is not grounds for reassigning the faculty employee to another administratively responsible unit.
- C. The terms Full-time Faculty Unit Employee, Probationary Faculty Unit Employee, and Tenured Faculty Unit Employee, as used in the CBA section 2.13, apply equally to joint appointments and to appointments to a single academic unit, with the added considerations outlined in I.D. below.
- D. A Full-time Faculty Unit Employee on a joint appointment is not to be considered a part-time faculty employee in each unit involved because of the assignment of a partial workload in each relevant unit, but rather shall be considered a full-time faculty employee by all units.

II. JOINT APPOINTMENTS

Joint appointments allow important flexibility for hiring excellent scholars. The option of a joint appointment may be particularly attractive to some potential faculty and thus an important recruitment and retention tool. Moreover, the presence of such faculty would enhance the likelihood of interdisciplinary research.

Subsequent changes in appointments do not alter the initial probationary period, years of service, rank, and seniority as these will be transferred in their entirety.

III. SEARCH PROCESS AND SELECTION OF NEW FACULTY FOR JOINT APPOINTMENT

- A. Academic units that wish to recruit faculty for joint appointment between two or more units shall first determine the division of the joint appointment. All joint appointments shall be uneven (e.g., 60/40, 70/30). This will allow one unit to be the administratively responsible department. The joint appointment division shall be included in the job ad. This division could potentially be negotiated during the search process.
- B. Academic units requesting joint appointments shall use the same procedures for requesting authorization to recruit on the tenure track as units requesting such authorization for regular faculty appointments.

- C. 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 faculty representatives from each of the units within which the joint appointment will be made.
 2. The pertinent Chairs or equivalent shall participate in this process as outlined in the relevant UPS.
 3. Recommendations of candidate(s) for joint appointment from the Search Committee shall be accompanied by a recommendation regarding the academic unit 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 academic unit.
 4. The pertinent dean or deans shall make a recommendation to the President or their designee regarding the administratively responsible department after appropriate consultation with the affected academic units.

IV. 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 for joint appointees:

1. The proportion of the appointee's position assigned to each academic unit shall be specified.
2. The administratively responsible department shall be specified.
3. The appointee shall be provided with the Retention, Tenure, and Promotion (RTP) policies of each academic unit within which they hold appointment.

A jointly appointed faculty member shall be evaluated according to the Department Personnel Standards (DPS) of the academic unit(s) in which the appointment is held.

4. Prior to appointing a jointly appointed faculty member, a Memorandum of Understanding (MOU) must be developed between the departments involved to determine how the personnel standards of the departments will be implemented. This MOU must be approved in the same manner as DPS, in accord with UPS 210.002. This MOU must be provided at the time of appointment. This MOU shall be updated if either/ both DPS are revised or if time proportions of the appointment are changed.
5. The appointee shall be informed that the proportion of their teaching assignment carried on in their respective academic units may vary from semester to semester within the limits of their appointment.
6. The appointee shall be informed of the right to participate fully as a member of the faculty in each of the academic units in which the appointment is held.

V. 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 workload for the joint appointee as well as arranging for their office accommodations and clerical support. The sources for such

accommodation and support shall be determined in consultation with the other pertinent academic unit(s) and the Dean(s).

2. The participation of jointly appointed faculty in the faculty governance processes within their respective academic units and colleges is encouraged. However, joint appointees should discuss the nature and extent of their participation with the Chairs of their respective academic units 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.
3. Assigned time, sabbatical leave, difference in pay leave, and personal and professional leaves shall be approved by the administratively responsible Department Chair and Dean, after consultation with the Chair of the other department and Dean (if different from the administratively responsible College Dean) about the impact to the other department.
4. In the case of Faculty Early Retirement Program (FERP) entries the administratively responsible department will determine the fifty (50) percent assignment unless the deans, chairs, and faculty member negotiate a mutually acceptable alternative.

VI. EVALUATION PROCESS

Evaluation shall be conducted in compliance with the current CBA and all relevant UPS.

- A. There shall be established one department-level peer review committee for the purpose of evaluating a jointly appointed faculty member for periodic evaluations and performance reviews for RTP.
 1. The committee shall consist of members selected from among the department personnel committees of the departments within which the candidate holds a joint appointment.
 2. 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 academic unit.
 3. Personnel committee members outside the departments involved in the joint appointment shall be determined in accord with UPS 210.000.
- B. The Chair of the administratively responsible unit shall write a recommendation after consultation with and input from the Chair of the other academic unit involved.
- C. The Department-level committee recommendation shall be forwarded to the Dean of the administratively responsible College, who shall write a recommendation after consultation with and input from the Dean of the other College involved, if necessary. The College recommendation shall be forwarded to the Vice President of the administratively responsible department. The Vice President of the administratively responsible department, in consultation with the Vice President of the other department involved if necessary, shall write a recommendation.
- D. When determining retention, tenure, and promotion, a single recommendation/decision is made at each level.

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

Any member of the tenured or tenure-track faculty who wishes to alter his or her appointment to become a joint appointee with another academic unit or units shall request such appointment in the following way:

1. A memorandum requesting the joint appointment shall be sent to the Dean(s) of the affected school or 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 academic unit and the unit which will serve as their administratively responsible department.
2. The Dean(s) shall forward this memorandum to the pertinent academic units, including the unit in which the prospective joint appointee currently holds appointment, for the consideration of their respective tenured faculties and Chairs.
3. Within 30 working days of receipt of the above memorandum, each academic unit being consulted shall forward a recommendation on the request for joint appointment to the Dean(s). Any recommendation forwarded from a department must have the approval of a majority of the votes cast by the tenured faculty in a secret ballot. This recommendation, if positive, shall include a recommendation regarding the academic unit 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 academic unit.
4. After receiving the recommendations, and following consultation with the pertinent academic units, the Dean(s) shall forward their recommendation(s) and those of the faculty within thirty working days to the President or their designee for a final decision.

VIII. SUBSEQUENT APPOINTMENT IN A SINGLE DEPARTMENT

Any member of the tenured or tenure-track faculty who was appointed to a joint appointment in two or more academic units may subsequently request a full-time appointment in one of those units. Subsequent changes in appointments do not alter the initial probationary period, years of 151 service, rank, and seniority as these will be transferred in their entirety. Such an appointment shall be requested in the following way:

1. A memorandum requesting the appointment shall be sent to the Dean of the affected school or 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 academic unit, including the units in which the prospective appointee currently holds a joint appointment, for the consideration of their respective tenured faculties.
3. Within 30 working days of receipt of the above memorandum, the academic units being consulted shall forward a recommendation on the request to the Dean(s). Any recommendation forwarded from the department must have the approval of a majority of the votes cast by the tenured faculty in a secret ballot.

4. After receiving their recommendations, and following consultation with the pertinent academic units, the Dean(s) shall forward their recommendation(s) and those of the faculty within 30 working days to the President or their designee for a final decision.

Source: Faculty Affairs Committee

EFFECTIVE DATE: July 17, 2023
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