



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1305**

Joint Teaching Appointments

1. INTRODUCTION

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. Joint teaching appointments are encouraged where they will enrich the curricula and allow for innovative curricular development involving more than one academic discipline.

2. 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 college.

B. "Home Department" refers to the primary or administratively responsible unit of a faculty employee holding a joint appointment.

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 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 the university.

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

A. Academic units that wish to recruit faculty for joint appointments between two or more units shall first determine the division of the joint appointment. Every joint appointment will have a single designated home department. The anticipated joint appointment division (e.g. 70/30, 60/40, 50/50) shall be included in the job ad. This division could potentially be negotiated during the search process.

B. Prior to requesting a joint appointment, all involved units shall confer and develop policies regarding Retention, Tenure, and Promotion (RTP) for the faculty member in the proposed joint appointment. In particular, the home department must ensure that the RTP criteria are comparable to the existing criteria of the home department, while also reasonable and achievable for a faculty member with a joint appointment. The department faculty of the units of the joint appointment shall develop an addendum with any modifications to the home department's RTP criteria, such as allowing for publications in a broader range of journals or specifying how student evaluation questions from different departments shall be used in evaluation.

C. Academic units requesting joint appointments shall use the same procedures for requesting



authorization to recruit on the tenure track as for regular faculty appointments. The home department or unit, with participation from the secondary unit(s), shall spearhead the effort for requesting the joint appointment.

D. The search process shall 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 faculty representatives from each of the units within which the joint appointment will be made. The Search Committee may have co-chairs, one from each department.
2. The pertinent Chairs or equivalent shall participate in this process as outlined in the relevant Policy 1311.
3. Recommendations to hire candidate(s) for joint appointment from the Search Committee shall be accompanied by a recommendation regarding the anticipated proportion or number of WTUs of the appointee's position to be assigned to each academic unit.
4. The pertinent dean or deans shall make a recommendation to the Provost regarding the home department after appropriate consultation with the academic units involved.

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, a memorandum of understanding (MOU) regarding the terms of the appointment shall be attached to the faculty appointment documents. This MOU shall include:

1. Specification of the home department and secondary department(s);
2. Explanation of resources and support [e.g. office location/instructional support resources/administrative support/research support, reassignment of time (internally or externally funded), etc.]
3. The number of WTUs of the appointee's position assigned to each academic unit, totaling 30 WTUs per year with no more than 24 WTUs allocated to teaching and a prescribed proportion of WTUs to service in each unit;
4. The home department's RTP criteria and the addendum as described in III.B regarding potentially modified criteria for the joint appointment;
5. A statement that the proportion of the teaching assignment in the respective academic units may vary from semester to semester within the limits of the appointment;
6. A statement of the appointee's rights and responsibilities to participate as a member of the faculty in each of the academic units in which the appointment is held;
7. A statement that the MOU may be changed according to the needs of the faculty member and department or unit by mutual agreement.
8. A copy of this policy.

5. WORK ASSIGNMENT AND SUPPORT FOR JOINT APPOINTEES



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

1. The work assignment shall be guided by the MOU and any subsequently negotiated and documented modifications regarding the number of WTUs of work in each department.
2. The Chair of the home department shall be responsible for coordinating and administering the scheduled workload, in accordance with the MOU and in consultation with the other department chair(s), 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).
3. 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.
4. Sabbatical leave, difference in pay leave, and personal and professional leaves shall be approved by the home Department Chair and Dean.
5. Assigned time may be approved within either department by the relevant Department Chair. Assigned time from outside the department (such as from internal university grants, external grants, academic senate or other university service) and its impact on teaching schedules shall be negotiated in consultation with both chairs.
6. For the purposes of service assignments with designated representatives from each college, the faculty member may represent one of their departments or units.
7. Concerns over workload or other issues may be addressed through normal institutional channels, including the appropriate administrators from one or both involved colleges, in alignment with Article 20 – Workload in the CBA.
8. When a faculty member enters the Faculty Early Retirement Program (FERP), the home department will determine the FERP assignment unless the deans, chairs, and faculty member negotiate a mutually acceptable alternative.

6. EVALUATION PROCESS

Evaluation shall be conducted in compliance with the current CBA and all relevant University policies for Retention, Tenure, and Promotion (RTP).

- A. There shall be established one department-level RTP committee for the purpose of evaluating a jointly appointed faculty member for periodic evaluations and performance reviews.
 1. The committee shall consist of members selected from among the department RTP 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, with at least one from each department.
 3. Personnel committee members outside the departments involved in the joint appointment shall be determined in accordance with Policy 1328.
-



B. If the Chair of the home department writes a separate evaluation for RTP, they shall write that recommendation after written consultation with and input from the Chair of the other academic unit(s) involved. The secondary Department Chair, if not on the RTP Committee, may write a separate recommendation.

C. The Department-level committee recommendation shall be forwarded to the Dean of the home College, who shall write a recommendation after written consultation with and input from the Dean of the other College involved, if necessary.

D. When determining retention, tenure, and promotion, a single recommendation/decision is made at each level.

7. 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 their appointment to become a joint appointee with another academic unit or units shall request such appointment in the following way:

1. A faculty member seeking a joint appointment shall submit a memorandum requesting the joint appointment 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 number of WTUs in teaching and in service to be assigned to each academic unit and the unit which will be designated as their home 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 home department for the joint appointee and the number of WTUs 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 Provost or their designee for a final decision. Any change from a single to a joint appointment will not alter the initial probationary period, years of service, or rank of the faculty member.

8. 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 to convert to a single appointment in one of those units. Such an appointment shall be requested in the following way:

1. The faculty member seeking the change shall send a memorandum requesting the appointment 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 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 Provost or their designee for a final decision. Any change from a joint appointment to a single appointment in one academic unit does not alter the initial probationary period, years of service, rank, and seniority as these will be transferred in their entirety