

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

FA-003-234

Review of Policy 1305 Joint Teaching Appointments

Faculty Affairs Committee

Date: 04/10/2026

Executive Committee
Received and Forwarded

Date: 03/11/2026

Academic Senate

Date: 03/18/2026
First Reading

Date: 04/15/2026
Second Reading

Referral

Review of Policy 1305 Joint Teaching Appointments

Background

Policy 1305 Joint Teaching Appointments was referred to the FAC in 2023. According to the referral: “Policy 1305 previously existed on the University Manual (UM 301.3). The policy is currently visible on the Academic Manual. There is no record of Policy 1305 being adopted by the Academic Senate or approved by the President. This referral is requesting a review of Policy 1305 to determine the policy's validity and relevancy of public listing on the Academic Manual. No prior Academic Senate report is available for review.”

Resources

Resources Consulted:

Deans

Provost Terri Gomez

CFA Chapter President Bonnie Thorne

Discussion

The current policy is very brief and conflates two different types of “joint appointment”: formal joint appointments in which a tenure-track faculty member holds formal appointments in two or more academic units; and *ad hoc* teaching assignments in which a faculty member with an appointment in one department may teach a class or classes in another department. After much discussion, the FAC members agreed unanimously that these two situations require two different policies.

For the *ad hoc* assignments to teach a course in another department, some of the issues identified were:

- The need for clarity regarding how student evaluations for a course in one department will be evaluated by faculty committees in another department. For example, some departments may reference specific questions on their department’s form or have specific thresholds that may be reasonable for one type of class but not another type of class. Rather than mandating that these issues be handled in a specific way, we recommend that in each case the Department Chair and the faculty member agree in advance and in writing as to how the faculty member will be evaluated for purposes of RTP or PTR.
- Such appointments could affect the home department’s ability to staff their courses. These appointments should only be made in consultation with and approval from the affected Department Chairs, Deans, and the faculty member in question.

For the formal joint appointments, many of the issues revolve around protecting the rights of faculty members in joint appointments:

- Potential for faculty in joint appointments to be overloaded in service or research.
- Need for clarity in evaluation/RTP.
- Potential for unreasonable expectations in research, particularly for faculty whose

research may not fit cleanly into the “box” of expectations in any individual discipline. Many of these concerns are best resolved by clear communication and written documentation of expectations.

The committee also noted a lack of any current campus policies or procedures for faculty to be hired into joint appointments or for faculty to move in or out of joint appointments.

The FAC reviewed all 22 CSU campuses for policies on Joint Appointments. Six campuses (CSUB, CSULB, CPSLO, CSUF, SJSU, CSUCI) have a standalone policy. Five campuses (CSUEB, CSULA, CSUSM, CSUDH, CPH) do not seem to have a separate policy, but address joint appointments as part of their RTP policies or in a faculty handbook. The proposed new CPP policy is heavily modeled on the CSUF policy and on the guidelines for an MOU from CSUSM.

Consultation with deans elicited the feedback that indeed, workload issues can plague faculty in joint appointments. In addition, one dean expressed concern that the *Ad Hoc Teaching Assignments in Another Department Policy* explicitly called for faculty to agree before being assigned to teach in another department. The committee considered this feedback but ultimately felt it was important to protect faculty rights to continue to be assigned teaching within their own department.

Consulation with chairs primarily asked for clarification regarding how disagreements or changes are resolved. In response, the committee elected to modify the language of IV.7 regarding modifications to the appointment by “mutual agreement”. In addition, the FAC added V.7 to clarify that faculty with concerns about a joint appointment have all the same rights and avenues for redress as any other faculty member.

Recommendation

It is recommended that the existing Policy 1305 be completely replaced with a new Policy 1305 Joint Appointments which addresses procedures, policies, workload, and expectations for formal joint appointments in one or more academic units. The proposed policy includes:

- An explanation of how departments or academic units can propose and search for new hires in joint appointments.
- Guidelines regarding written documentation of the various specific details of joint appointments.
- Rights and responsibilities of faculty in Joint Appointments
- Procedures and processes regarding RTP or other evaluation for faculty in joint appointments
- Procedures for currently employed faculty who wish to modify their appointment to a joint appointment; analogously, procedures for faculty currently in a joint appointment who wish to modify the appointment to be in a single department.

In addition, it is recommended that a new policy be created for *ad hoc* teaching assignments in other departments.

Attachments

- Original Policy 1305 (Page 5 of this document);

- Proposed Policy 1305 Joint Appointments (Pages 6-11 of this document);
- new Policy on *ad hoc* Teaching Appointments in Other Departments (Page 12 of this document).



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

POLICY ON JOINT TEACHING APPOINTMENTS

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

1. ARRANGEMENT FOR JOINT APPOINTMENT

Joint teaching appointments are made by invitation from a department to a faculty member outside that discipline. The joint appointment shall be recommended by the faculty member's department chair after consultation with the tenured faculty.

An initial appointment may be made jointly in more than one academic department or equivalent unit. The President shall determine the proportion of assignment of activity for individuals holding joint appointments. The proportion of such an assignment may be changed by the President during the duration of the joint appointment.

2. ADMINISTRATIVE RESPONSIBILITIES

For administrative purposes, a faculty member in a joint appointment is responsible to his/her original department, and this department is responsible for all evaluations and other personnel matters, after consultation with the secondary department.

Auxiliary responsibilities of the faculty member, such as departmental committees, student advising, etc., shall be negotiated between the two departments, but with primary responsibility being to the original department. A faculty member with a continuing joint appointment may include the second teaching area in his/her academic title.

I. 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.

II. 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.

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. 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.

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, 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.

V. 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.

VI. 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.

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 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.

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 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.

Proposed New Policy: *Ad hoc* appointments to teach classes in another department.

Ad hoc teaching assignments will be defined as a faculty member teaching in a department in which that faculty member does not have a formal appointment or joint appointment. A faculty member must consent to teaching classes in a department outside of their home department.

The chair and dean of the faculty member's home department and the chair and dean of the outside department, must all approve of the *ad hoc* appointment after careful consideration.

Any classroom visit, online observation, or review of online content for purposes of RTP evaluation should only be conducted in a class of an *ad hoc* appointment with the faculty member's permission.

The faculty member and either the home department's Chair or RTP Committee chair shall determine in advance how the student evaluations from the other department's course will be incorporated into the RTP evaluation process. The discussion shall be documented in a written memo and shared with the dean of the home college. The faculty member should include that document as part of future RTP packages to be evaluated.