

SPHTM Joint Appointment Task Force  
December 2019 Final Procedures

**SPHTM Procedures for Across -School JOINT Appointments**

Tulane University welcomes work that crosses traditional disciplines, departments, schools, and centers/institutes. It encourages the appointment of individuals to the faculties of two or more schools, departments or centers/institutes concurrently when the appointee will make a significant contribution to undergraduate and graduate programs, research programs and/or administrative responsibilities in each of the schools, departments, and/or centers/institutes in which a joint appointment is made. *[Note: joint appointments are distinct from courtesy adjunct appointments in secondary departments or schools.]*

Joint appointments are available at all ranks and in all tracks, but in the tenure track, they are typically appropriate for associate and professor level appointments.

*NOTE: For schools which do not have departments or department chairs, the procedures for the joint appointments will engage the respective dean(s).*

**Initial Appointment**

- a. Recruitment and hiring of new faculty to joint appointments should follow University processes and policies and include input from participating schools where applicable.
- b. Initiating school/department contacts the other participating school(s)/ department(s) to establish joint appointment.
  - i. Participating schools/departments outline criteria for appointment, tenure and promotion for the appropriate proposed rank and track.
  - ii. Once criteria are outlined, criteria are sent in each school for the personnel and honors committee to review and approve.
  - iii. Schools/Departments define the process for requesting and securing external letters for evaluation of APT.
- c. Each participating dean/department chair outlines the proposed faculty member's roles and responsibilities in each school/department for the appointment/offer letter. Items to include in the appointment/offer letter are as follows and as appropriate:
  - Salary support including % effort for the initial appointment period
  - Teaching and advising duties
  - Office space/laboratory location
  - Resources that will provided to the faculty
  - Expectations for faculty
  - Service, including committee responsibilities
  - Leaves (including sabbatical as appropriate)
  - Voting rights
  - Process for re-assigning responsibilities and determining salary coverage on at least an annual basis
  - Identification of which school/department will facilitate administrative coordination (i.e., the Administrative Facilitator) between participating schools and departments
  - Proposed faculty title (rank and track), which will be the same in both schools/departments
  - Performance review process

- Mentoring Plan as appropriate
  - Other items relevant to the appointment
- c. Letter, criteria for appointment and promotion for each school, and APT Form are provided to the Dean's Office of each participating school

### **Evaluation Process for Appointment, Promotion and Tenure**

- a. Administrative Facilitator (i.e., school/department designated in the appointment letter that will facilitate administrative matters) initiates the request for evaluation of appointment or promotion and will engage the participating school(s)/department(s) in the process.
  - Dossier is prepared in accordance with each school/department requirements
  - External Letters from each participating school dean/department chair as specified by APT will be included in the dossier
- b. Administrative Facilitator schedules a joint review committee meeting to conduct a preliminary review using school/department guidelines. (Representation from each school/department review committee—first level dossier reviewers)
  - Discuss case
  - Outline any additional procedures that may be needed
- c. After the joint committee meeting, each school/department conducts independent review and forwards its recommendation to each APT Committee
- d. After APT Committee reviews, recommendation is made to the appropriate oversight group in each school (e.g., the Executive Faculty in the SPHTM)
- e. Recommendation of oversight group (e.g., Executive Faculty in SPHTM) is forwarded to the Dean of each school
- f. Recommendation of the Dean of each school is forwarded to the Sr. VP & Provost who makes the final decision.
- g. Participating school deans/department chairs are informed of the decision.
- h. Faculty member receives notification of the decision.

### **Performance Review process will include two distinct reviews.**

- a. Evaluation of faculty accomplishments and contributions as outlined by participating schools at the time of initial appointment.
- b. Evaluation of the appropriateness of the joint appointment and the continuation of the (joint) appointment.

*Note: The review of accomplishments and review of appropriateness are distinct and the recommendations may vary.*

### **Pending:**

Follow up with the university regarding how the joint appointment will be handled in HCM, Interfolio & other systems.

## Procedures for Across-School SECONDARY “Adjunct” Appointments

A Secondary appointment in one of the schools at Tulane is appropriate for full-time faculty who contribute meaningfully to the mission of a secondary school/department at Tulane but will not dedicate substantial effort or receive significant payment from that school/department. Faculty with Secondary Appointments may be paid for a well-defined task such as teaching a course. *[Please note, a faculty member has a primary appointment in a single department/school, notwithstanding that he/she may participate in the program of other departments/schools; such participation alone does not necessarily justify a secondary appointment in more than one department/school.]*

*NOTE: For schools which do not have departments or department chairs, the procedures for the secondary/adjunct appointments will engage the respective dean(s).*

### General

- a. A full-time faculty member who contributes meaningfully to the mission of a school/department other than their primary appointment is eligible for a secondary appointment.
- b. Titles of faculty with secondary appointments will have the prefix “Adjunct” and are at the same rank as the primary appointment.
- c. The professional qualifications and duties are deemed appropriate by secondary school/department.
- d. These are typically annual appointments which are eligible for renewal based on continued positive engagement and the needs of the participating school/department.

### Initial request for Secondary Appointment of a regular faculty member in the SPHTM

- Faculty discusses secondary appointment with the Dean of the School/Chair of the department (as appropriate for the school) where that appointment would be held.
- Dean or Chair of secondary department contacts the Dean or Department Chair of primary appointment regarding the appointment.
- Dean or Chair of secondary appointment processes the request for the secondary appointment using the school-specific procedures. Documentation consists of:
  - Completed APT Form (or equivalent) signed by Dean/Department Chair.
  - A letter signed by primary and secondary deans/department chairs outlining faculty responsibilities and renewal eligibility criteria. Note: if faculty member will be teaching a course in another school, this should be specifically noted.
  - Faculty CV
- Routing of the request for secondary appointments will be follow the school-specific procedures.
- Notification: Once approved, faculty member and primary and secondary deans/department chairs are notified using established procedures.
- Duration of secondary appointments is usually for one year and eligible for renewal.

### Promotions

- Secondary appointments follow the rank used by the primary appointment. It is not required that the secondary school/department be involved in the promotion process, but the school/department may be asked to provide a letter of support or other documentation to include in the review of the case for promotion.
- Once a promotion in a primary appointment has been completed and the Dean’s Office has received notification of this, the new rank will be applied to the secondary appointment and the faculty member notified of their promotion.

- A copy of the promotion notification will be sent to both the primary and secondary Deans and department chairs of the respective schools.

## **SPHTM Procedures for Within -School JOINT Appointments**

### 2. Initial Appointment

- a. Initiating department contacts the other participating department(s) to establish joint appointment.
  - i. Participating departments outline criteria for appointment, tenure and promotion for the appropriate proposed rank and track.
  - ii. Once criteria are outlined, criteria are sent to APT for review and approval.
  - iii. Departments define the process for requesting and securing external letters for evaluation of APT
- b. Each participating department chair outlines the proposed faculty member's roles and responsibilities in each department for the appointment/offer letter. Items to include in the appointment/offer letter are as follows:
  - Salary/% effort
  - Teaching and advising duties
  - Office space/laboratory location
  - Resources
  - Expectations
  - Service, including committee responsibilities
  - Leaves (including sabbatical as appropriate)
  - Voting rights
  - Process for re-assigning responsibilities and determining salary coverage on at least an annual basis
  - Identification of which department will facilitate administrative coordination between participating departments.
  - Proposed faculty title (rank and track), which will be the same in both departments
  - Performance review process
  - Other items relevant to the appointment

### 2. Evaluation Process for Appointment, Promotion and Tenure

- a. Administrative departments initiate the request for evaluation of appointment or promotion and will engage the participating departments in the process.
  1. Dossier is prepared in accordance with each department requirements and will include the following:
    - External Letters from each participating department chair as specified by APT
- b. Administrative departments schedule a joint review committee meeting to conduct a preliminary review using department's guidelines. (Representation from both departmental review committees—first level dossier reviewers)
  - Discuss case
  - Outline any additional procedures that may be needed
- c. After the joint committee meeting, each department conducts independent review and forwards its recommendation to the SPHTM APT Committee
- d. After APT Committee reviews, recommendation is made to the Executive Faculty

- e. Recommendation of Executive Faculty is forwarded to the Dean
- f. Recommendation of Dean, is forwarded to the Sr. VP & Provost who makes the final decision.
- g. Participating department chairs are informed of the decision.
- h. Faculty member receives notification of the decision.

3. Performance Review process will include two distinct reviews.
  - c. Evaluation of faculty accomplishments, and contributions in each department.
  - d. Evaluation of the appropriateness of the joint appointment and the continuation of the (joint) appointment.

*Note: The review of accomplishments and review of appropriateness are distinct and the recommendations may vary.*

**Pending:**

Follow up with the university re how the joint appointment be handled in HCM, Interfolio & other systems

**SPHTM Procedures for Within-School SECONDARY “Adjunct” Appointments**

A Secondary appointment in another SPHTM department is appropriate for full-time faculty who contribute meaningfully to the mission of a secondary department but will not dedicate substantial effort or receive significant payment from that department. Faculty with Secondary Appointments may be paid for a well-defined task such as teaching a course, providing a lecture etc.. *[Please note, a faculty member has a primary appointment in a single department, notwithstanding that he/she may participate in the program of other departments; such participation alone does not justify a secondary appointment in more than one department.]*

General

- e. A Full-time faculty member who contributes meaningfully to the mission of a department other than their primary appointment.
- f. Titles of faculty with secondary appointments will have a prefix “Adjunct.”
- g. The professional qualifications and duties are appropriate by secondary department.
- h. Annual appointments that may be deemed eligible for renewal based on positive engagement and needs of the school.

1. Initial request for Secondary Appointment of a regular faculty Member
  - Faculty submits request for secondary appointment to the Department Chair of the primary department
  - Requests submitted to Interfolio by whom\_\_\_\_\_
  - Chair of secondary department contacts Department Chair of primary
  - Faculty discusses secondary appointment with the Department Chair where that appointment would be held.
  - Chair of secondary department contacts Department Chair of primary appointment seeking agreement of the appointment.
  - Chair of secondary appointment submits request to the SPHTM Dean’s Office requesting the secondary appointment. Documentation consists of:
  - Letter signed by both administrative department chairs clearly outlining faculty responsibilities and renewal eligibility criteria

- Faculty CV
- Request for secondary appointment is reviewed using the same routing as that of other faculty appointments
- Faculty member is notified, both department chair
- Duration of secondary appointments is the same as other adjunct appointments (currently one year)

## 2. Promotions

- Secondary appointments follow the rank used by the primary appointment. It is not required that the secondary department be involved in the promotion process, but the department may be asked to provide a letter of support or other documentation to support the case for promotion.
- Once a promotion in a primary appointment has been completed, the Dean's Office will apply the new rank to the secondary appointment when notifying the faculty member of their promotion.
- A copy of the promotion notification will be sent to both the primary and secondary department chairs