

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

1. 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.
- a. Evaluation of faculty accomplishments, and contributions in each department.
  - 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 re how the joint appointment be handled in HCM, Interfolio & other systems

### SPHTM Procedures for Within-School Secondary 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

- a. A Full-time faculty member who contributes meaningfully to the mission of a department other than their primary appointment.
  - b. Titles of faculty with secondary appointments will have a prefix “Adjunct.”
  - c. The professional qualifications and duties are appropriate by secondary department.
  - d. 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