

Title/Subject: **JOINT APPOINTMENTS**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: January 11, 2012

Contact for More Information: Faculty Personnel Services; Academic Administration

Board Policy Administrative Policy Procedure Guideline

BACKGROUND:

The history of faculty appointments at Central Michigan University is that faculty are appointed to a single academic college and department or unit. However, with a growing emphasis on teaching and scholarship of an interdisciplinary and cross disciplinary nature, interest has been expressed by several College Deans in offering faculty a joint appointment to two, or more, colleges/departments/units.

PURPOSE:

The purpose of this Policy on Joint Appointments is to establish the position of the University as to such appointments and to provide procedures/guidelines for the successful implementation of the Policy.

DEFINITIONS:

Joint Appointment may be used to describe any of the following:

- A tenure-eligible appointment with rights and responsibilities in and to more than one academic colleges/departments/units;
- A non-tenure appointment with rights and responsibilities split between an academic unit and an administrative unit; or
- An appointment to a single unit, but with an honorific (sometimes referred to as a “dry”) appointment to a second unit.

Fixed-term faculty, Senior Officers and/or Professional/Administrative staff also may be afforded joint appointments.

POLICY:

Upon recommendation of the applicable Dean(s), or other appropriate Senior Officer, and upon approval of the Executive Vice President/Provost, or where required the President, a Joint Appointment consistent with the procedures hereinafter contained in this document may be issued.

Authority: George E. Ross, President

History: None

Indexed as: Faculty Joint Appointments; Senior Officer Joint Appointments; Professional Administrative Joint Appointments; Dual Appointments.

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PROCEDURE:

- A. Joint Appointment as a member of the tenure-eligible faculty to more than one academic department/unit.
1. Approval to conduct an employment search for new faculty, and the conduct of any search, shall be in accord with other applicable Policy and Procedure(s). The Dean shall ensure that all faculty with a direct interest in the terms of a joint appointment are afforded an opportunity to provide input in regard to candidates (finalists) for appointment.
 2. College/department/unit administrators must reach agreement in advance of the search conclusion as to the initial compensation package, including the source(s) of financial support, and other aspects of support; e.g., office space, supplies, computers and related IT support, professional development, travel, contract and grant support, indirect cost sharing, spousal/partner support, etc.
 3. All joint appointments must clearly indicate a primary department, which shall be the “home” department, and a secondary department(s).
 4. The terms of the Bylaws of the primary department shall be controlling as to both procedure and substance with respect to personnel recommendations (e.g., reappointment, tenure, promotion), and other aspects of department governance.
 5. Notwithstanding #4, immediately above, the terms of the primary department Bylaws must allow for substantive recommendation from the secondary department with respect to personnel recommendations.
 6. A Joint Appointment shall be issued only upon the agreement of both the Dean(s) and the Executive Vice President/Provost that the terms of relevant department Bylaws are satisfactory to the purposes underlying the Joint Appointment.
 7. The details of the terms/conditions of the joint appointment, to include, among other details, all performance expectations and/or requirements, shall be reduced to writing and shared with the appointee and other appropriate members of the applicable departments/units.
- B. Joint Appointment to an administrative position and to a faculty position.
1. An appointment that is primarily (i.e., more than ½-time) administrative shall, *per se*, define the secondary faculty appointment as part-time; in which case it shall be made clear in the appointment documents that the faculty appointment is not governed by any collective bargaining Agreement.
 2. Conversely, an appointment that is primarily one of faculty responsibilities, and jointly but secondarily administrative, shall be governed by the terms of any applicable collective

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- bargaining Agreement. Where the appointment to the faculty is not governed by a collective bargaining Agreement, the terms of other applicable university policy shall be followed.
3. Joint Appointment to an administrative position and to a faculty position must designate either the administrative or the faculty responsibilities as primary.
 4. A Joint Appointment under this Section may contain the award of academic tenure as to the faculty portion, if the administrative portion of the appointment is that of a Senior Officer.
- C. Appointment to a single unit, but with an honorific (or “dry”) appointment to a second unit.
1. With the approval of the President or Executive Vice President/Provost, or her/his designee, an administrative appointment may carry with it the prerogative to use an honorific academic rank, with associated reference to an academic unit. (For example, Associate Vice Provost and Professor of History.)
 2. This entitlement shall confer no other rights or prerogatives; nor shall it entitle the appointee to any official status in the designated academic unit.
 3. The award of this honorific shall be confined to circumstances where the appointee shall be appointed to a Senior Officer or highest grade Professional/Administrative position; the appointment shall not confer academic tenure; and the appointee shall possess academic credentials that are consistent with the use of an academic rank.

GUIDELINES:

1. A mutually acceptable schedule of work and necessary office assignment should be arranged in advance of the joint appointment date.
2. Mentoring of a new faculty member should be jointly agreed upon.

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.