

# PROCEDURES FOR FACULTY WITH JOINT APPOINTMENTS BETWEEN A PROGRAM AND A DEPARTMENT IN ARTS AND SCIENCES

30 April 2008

This document specifies procedures for a number of key issues related to faculty positions that are joint between a program and a department in Arts and Sciences. These procedures should be followed by the program director, department chair, and faculty member. These procedures do not apply to faculty with courtesy appointments in programs.

## 1 Hiring

Search requests for jointly appointed faculty are to be made by department chairs or program directors to the Dean of Arts and Sciences. Those making the request should make explicit the likelihood of interdisciplinary connections and include the comments of the related program/department. Search committees for formal joint appointments should comprise faculty from both department and program. Offers of employment imply the approval of both groups of faculty.

### *Procedures*

The drafting of job descriptions and advertisements should involve both the chair and the program director and the composition of the search committee should include faculty representing the interests of both department and program.

Letters of appointment should specify, in as much detail as possible, the allocation of teaching and other duties, and briefly explain the role of the department and program in the faculty member's reviews and responsibilities.

New faculty should be given a copy of these procedures to alert them to the role of both program and department in their progress toward tenure and promotion.

## 2 Tenure

The contribution that faculty with joint appointments make to the relevant program needs to be reflected in the procedures for granting tenure and in evaluating progress towards tenure. This is particularly important in cases where the faculty member's research is significantly interdisciplinary, as interdisciplinary research is often undervalued.

### *Procedures*

- 2.1 At an early stage in the probationary period, a suitable plan for research should be developed by the faculty member, in conjunction with the relevant chair and program director. This plan should be used (and refined) in the mentoring of tenure-track faculty and annual reviews of progress towards tenure. Chairs and program directors should meet jointly on an annual basis with jointly appointed faculty to discuss progress towards tenure. Program directors (and, where appropriate, representative senior faculty affiliated to the program) should attend departmental meetings evaluating progress towards tenure. *This progress should be summarized in a jointly signed annual review letter to the candidate. Program directors (and, where appropriate, representative senior faculty affiliated to the program) should be present at meetings deciding whether to solicit external letters and whether to forward the case to the Advisory Committee on Tenure, Promotion, and Personnel.*

- 2.2 Program directors (and, where appropriate, representative senior faculty affiliated to the program) should be involved in the preparation of the tenure dossier from an early stage. In cases where the faculty member's research is significantly interdisciplinary, the relevant program director should make sure that the list of external tenure referees includes individuals who can address the faculty member's interdisciplinary research. In all cases, the faculty member's administrative and teaching contribution to the program should be reflected in the tenure dossier.
- 2.3 Program directors should be present and play an active role when the tenure case is presented to the *Advisory Committee on Tenure, Promotion, and Personnel*.
- 2.4 In some cases the department and program may jointly request the Dean of Arts and Sciences to appoint an ad hoc advisory committee to evaluate progress towards tenure.

### 3 Promotion and compensation

A number of programs have administrative tasks and functions comparable to those of a similarly-sized department and faculty members with joint appointments have obligations and commitments to their programs as well as to their departments. It is important that program participation for faculty with joint appointments be reflected in possibilities for compensation and advancement.

#### *Procedures*

- 3.1 Department chairs should annually solicit input from program directors on the contribution that faculty members with joint appointments have made to their program. This information should be taken into account in the annual compensation review.
- 3.2 Program directors (and, where appropriate, representative senior faculty affiliated to the program) should be involved from an early stage in applications for promotion from Associate Professor to Professor. This involvement should include (but need not be confined to) attendance at departmental meetings where the case is evaluated; input into the selection of external referees; and active participation in the presentation of the case to the *Advisory Committee on Tenure, Promotion, and Personnel*.
- 3.3 In some cases the department and program may jointly request the Dean of Arts and Sciences to appoint an ad hoc advisory committee to evaluate a jointly appointed faculty member for promotion.

### 4 Workload

Programs depend on significant faculty labor to maintain their undergraduate and graduate programs. These demands include, but are not limited to: teaching, advising of majors, supervision of senior theses and undergraduate research, mentoring graduate students, study abroad advising and program management, curriculum planning, organizing faculty colloquia, workshops and conferences, and supporting student activities.

#### *Procedures*

- 4.1 Department chairs and program directors should discuss on a yearly basis the expectations for program and department service for each jointly appointed faculty member. This is especially important for pre-tenure faculty. In no case should the requirements for service

from the department and program exceed the normal expectations of a full load within a department.

- 4.2 Teaching expectations should be discussed on a yearly basis. Special attention should be paid to the needs of programs and departments in staffing core courses that can make special demands on faculty in developing new course materials.