

*Superseded by PS 92-02*

California State University, Long Beach

POLICY STATEMENT

December 2, 1985

Number: 85-17

File: APPOINTMENTS

The following policy was recommended by the Academic Senate in its meeting of November 7, 1985 and received the concurrence of the President on November 15, 1985.

SUBJECT: PERSONNEL POLICY AND PROCEDURES FOR FACULTY WITH JOINT APPOINTMENTS

Definitions

A joint appointment confers probationary status in more than one academic unit, which may ultimately lead to the granting of tenure in more than one unit, hereafter referred to as a department. The departments may be in one school or in more than one school.

The term administratively responsible department refers to the primary or "home" department of a faculty unit employee holding a joint appointment. A temporary shift in the distribution of work load between departments is not grounds for reassigning the administratively responsible department.

The terms Full-time Faculty Unit Employee, Probationary Faculty Unit Employee, and Tenured Faculty Unit Employee, as used in the Memorandum of Understanding and the Faculty Handbook apply equally to joint appointments and to appointments to a single academic department, with the added considerations outlined below.

A full-time faculty unit employee on a joint appointment is not to be considered a part-time faculty unit employee in each of the departments involved because of the assignment of a partial work load in each relevant department, but rather shall be considered a full-time faculty unit employee by all academic departments.

### Determination of Need

After a careful review of curricular offerings and needed services, the School Deans(s), Department Chairs, and faculty of one or more departments in the same school or in different schools may determine the need for a jointly-appointed, full-time tenure track position, and make a formal request for an allocation for such a position.

### Request for a Joint Appointment

On recommendation by the faculty, in consultation with the Chairs of each concerned Department, the request for a joint tenure-track position shall be forwarded by the Chairs to the Dean(s) in accordance with established procedures.

### Recruitment

After the request for a tenure-track position involving a joint appointment has been approved by the Vice President for Academic Affairs, an Announcement of Vacancy shall be drafted by the Chairs of the Departments involved, reviewed by the appropriate Dean or Deans, and approved by the Vice President for Faculty and Staff Relations. The announcement shall direct candidates to submit applications to the Dean(s) of the School(s) involved.

A screening committee comprised of tenured faculty members from each Department shall be established. There shall be parity in the number of faculty elected from each Department.

After reviewing all the applicants for the position, the committee shall forward via the appropriate Chairs to the Dean the name(s) of the recommended candidate(s). The committee shall also recommend to the Dean which Department shall be designated as the administratively responsible Department.

If the joint appointment involves two Schools, the committee recommendations shall be forwarded via the appropriate Chairs to the Deans involved. The Deans shall confer and agree on the candidate(s) and on the administratively responsible department before forwarding their recommendation for appointment to the Vice President for Academic Affairs via the Vice President for Faculty and Staff Relations.

### Appointment

After the Vice President for Faculty and Staff Relations, the Vice President for Academic Affairs, and the President have concurred with the recommendation of the Dean(s), a letter of appointment shall be drafted by the office of Vice President for Faculty and Staff Relations. The letter of appointment shall designate the administratively responsible department and make clear to the candidate the R.T.P. Criteria of the School(s) involved, including any conditions of employment. The letter of appointment shall also make clear to the candidate that the work load is to be shared between the Departments involved on a flexible basis and that the joint appointments

carries with it full faculty privileges and obligations in each Department, including full voting rights in each Department and School, where appropriate, in other than University-wide elections.

For purposes of tenure-track density determination, the faculty position will be charged equally to both Departments.

#### Work Assignment

The Chair of the administratively responsible department, after consultation with and concurrence of the Chair of the other relevant department, and appropriate Dean(s) shall be responsible for the assignment of office space to the jointly appointed faculty member.

The distribution of the work load between the relevant Departments shall be determined by their Chairs with concurrence of the appropriate Dean(s). Request for the distribution of the work load and suggested changes may be initiated by the affected faculty member.

The Chair of the administratively responsible Department shall have the principal responsibility for coordinating the work load and schedule of the jointly appointed faculty member to insure a normal full-time assignment and prevent scheduling conflicts.

A jointly appointed faculty member should discuss her/his involvement in departmental and school governance with the Chairs and Dean(s) of both departments to determine an appropriate level of participation, balancing responsibilities to both academic units with the total work load of the faculty member, and with the relationship of participation to evaluation.

The privileges and obligations of a jointly appointed faculty member are equivalent to those of faculty members of the same rank and employment status who are appointed to a single academic unit, including, but not limited to, eligibility to serve on committees and to vote in all affairs of the academic unit and School(s).

Office supplies and secretarial services shall be provided by each Department involved in proportion to the relative workload assignment.

#### Evaluation

There shall be established one departmental-level peer review committee for the purpose of evaluating a joint-appointed faculty member for periodic evaluations and performance reviews for retention, tenure, and promotion. The Committee shall consist of four members, two selected by each involved Department peer review committee from its membership.

If a joint appointment involves two Schools, for retention, tenure and promotion evaluation purposes, a joint School-level peer review committee shall be established. The Committee shall be comprised of four members, two selected from each involved School peer review committee from its membership.

The Department and School level committee recommendations shall be forwarded to the Dean of the administratively responsible School who shall write an evaluation recommendation, after consultation with the Dean of the other School involved.

For any term in which a jointly-appointed faculty member is to be evaluated, the joint committees shall be convened as early as possible to establish coordinated dates and criteria, and to communicate these to the faculty member in a timely manner. The criteria for evaluating a jointly appointed faculty member shall be consistent with those used for comparable evaluations of faculty members appointed to a single department.