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7 **JOINT APPOINTMENTS FOR FACULTY PERSONNEL POLICY**
8 **AND PROCEDURES**
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10 This policy supersedes Policy Statement 85-17 and 92-02.

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13 I. DEFINITIONS

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

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20 B. "Administratively responsible department" refers to the primary or "home" department of a
21 faculty unit employee holding a joint appointment. A temporary shift in the distribution of work
22 load between departments is not grounds for reassigning the faculty unit employee to another
23 administratively responsible department.

24
25 C. The terms Full-time Faculty Unit Employee, Probationary Faculty Unit Employee, and Tenured
26 Faculty Unit Employee, as used in the Memorandum of Understanding and Faculty Handbook,
27 apply equally to joint appointments and to appointments to a single academic department, with
28 the added considerations outlined in I.D. below.

29
30 D. A full-time faculty unit employee on a joint appointment is not to be considered a part-time
31 faculty unit employee in each department involved because of the assignment of a partial
32 workload in each relevant department, but rather shall be considered a full-time faculty unit
33 employee by all academic departments.

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35 II. PROCEDURES FOR THE SELECTION OF NEW FACULTY FOR JOINT APPOINTMENT

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37 A. Academic units which wish to recruit faculty for joint appointment between two or more units
38 shall do so using the same procedures for requesting authorization to recruit on the tenure-
39 track as units requesting such authorization for regular faculty appointments.

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41 B. The search process shall also conform to existing University policies and procedures governing
42 faculty recruitment with these additional requirements in the case of joint appointments.

43
44 1. The Search Committee shall be composed of an equal number of faculty representatives from
45 each of the units within which the joint appointment will be made.

46
47 2. Recommendations of candidate(s) for joint appointment from the Search Committee shall be
48 accompanied by a recommendation regarding the academic unit which will serve as the
49 administratively responsible department for the joint appointee and the proportion of the
50 appointee's position to be assigned to each academic unit.

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52 3. The pertinent dean or deans shall make a recommendation to the Vice President for Academic
53 Affairs regarding the administratively responsible department after appropriate consultation with
54 the affected academic units.

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56 III. PROCEDURES FOR THE APPOINTMENT OF TENURED OR PROBATIONARY FACULTY AT CSULB

57 TO JOINT APPOINTMENTS

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59 A. Any member of the tenured or tenure-track faculty at this university who wishes to alter his or
60 her appointment to become a joint appointee with another academic unit or units shall request
61 such appointment in the following way:

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63 1. A memorandum requesting the joint appointment shall be sent to the dean(s) of the affected
64 school or college(s). This memorandum shall contain a description of the individual's academic
65 qualifications for such an appointment, a statement detailing the role of the prospective joint
66 appointee in the educational and professional program(s) to which they will be assigned, and a
67 recommendation regarding the proportion of their position to be assigned to each academic unit
68 and the unit which will serve as their administratively responsible department.

69

70 2. The dean(s) shall forward this memorandum to the pertinent academic units, including the
71 unit in which the prospective joint appointee currently holds appointment, for the consideration
72 of their respective tenured faculties and chairs.

73

74 3. Within thirty working days of receipt of the above memorandum, each academic unit being
75 consulted shall forward a recommendation on the request for joint appointment to the dean(s).
76 Any recommendation forwarded from a department must have the approval of a majority of the
77 votes cast by the tenured faculty in a secret ballot. This recommendation, if positive, shall
78 include a recommendation regarding the academic unit which will serve as the administratively
79 responsible department for the joint appointee and the proportion of the appointee's position to
80 be assigned to each academic unit.

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82 4. After receiving the recommendations, and following consultation with the pertinent academic
83 units, the dean(s) shall forward their recommendation(s) and those of the faculty within thirty
84 working days to the Vice President for Academic Affairs for final decision.

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86 IV. LETTERS OF APPOINTMENT FOR FACULTY RECEIVING JOINT APPOINTMENT

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88 A. In addition to the material included in letters of faculty appointment under existing University
89 and California State University system policies, the following shall be inserted into the letters of
90 faculty appointment given to joint appointees:

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92 1. The proportion of the appointee's position assigned to each academic unit shall be specified.

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94 2. The administratively responsible department shall be specified.

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96 3. The appointee shall be provided with the Retention, Tenure, and Promotion policies of each
97 academic unit and school or college within which he or she holds appointment.

98

99 4. The appointee shall be informed that the proportion of his or her teaching assignment carried
100 on in his or her respective academic units may vary from semester to semester within the limits
101 of his or her appointment.

102

103 5. The appointee shall be informed of the right to participate fully as a member of the faculty in
104 each of the academic units in which the appointment is held. However, the joint appointee may
105 vote in only one unit in school-wide, college-wide, or university-wide elections.

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107 V. WORK ASSIGNMENT AND SUPPORT FOR JOINT APPOINTEES

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109 A. Faculty receiving joint appointments shall receive all of the professional benefits accorded to
110 other members of the faculty. In addition, the following considerations apply:

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112 1. The chair of the administratively responsible department shall be responsible for coordinating

113 and administering the scheduled workload for the joint appointee as well as arranging for his or
114 her office accommodations and clerical support. The sources for such accommodation and
115 support shall be determined in consultation with the other pertinent academic unit(s) and the
116 dean(s).

117
118 2. The participation of jointly appointed faculty in the faculty governance processes within their
119 respective academic units and schools or colleges is encouraged. However, joint appointees
120 should discuss the nature and extent of their participation with the chairs of their respective
121 academic units and the appropriate dean(s). A balance should be sought which will not impose
122 more demands for service on joint appointees than falls upon regularly appointed faculty of
123 equivalent rank and tenure status.

124 VI. EVALUATION

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126 A. There shall be established one department-level peer review for the purpose of evaluating a
127 jointly appointed faculty member for periodic evaluations and performance reviews for retention,
128 tenure, and promotion.

129
130 1. The committee shall consist of members selected from among the peer review committees of
131 the departments within which the candidate holds a joint appointment.

132
133 2. As closely as possible, each department shall be represented on the committee in equal
134 proportion to the proportion of the appointee's position assigned to each academic unit.

135
136 B. If a joint appointment involves two or more Colleges, for retention, tenure, and promotion
137 evaluation purposes, a joint College-level peer review committee shall be established.

138
139 1. The committee shall consist of members selected from among the peer review committees of
140 the Colleges within which the candidate holds a joint appointment.

141
142 2. As closely as possible, each College shall be represented on the committee in equal proportion
143 to the proportion of the appointee's position assigned to each College.

144
145 C. For any term in which a jointly appointed faculty member is to be evaluated, the joint
146 committees shall be convened as early as possible to coordinate dates, and establish criteria
147 consistent with University policies and the terms of the candidate's appointment, and to
148 communicate these to the faculty member in a timely manner. The criteria for evaluating a
149 jointly-appointed faculty member shall be consistent with those used for comparable evaluations
150 of faculty members appointed to a single department.

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152 D. The Department and College-level committee recommendations shall be forwarded to the
153 Dean of the administratively responsible College, who shall write a recommendation after
154 consultation with the Dean of the other College involved.

155 VII. SUBSEQUENT APPOINTMENT IN A SINGLE DEPARTMENT

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157 A. Any member of the tenured or tenure-track faculty at this university who was appointed to a
158 joint appointment in two or more academic units without prior membership in any of them may
159 subsequently request a full-time appointment in one of those units. Such an appointment shall
160 be requested in the following way:

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162 1. A memorandum requesting the appointment shall be sent to the dean of the affected school or
163 college. This memorandum shall contain a description of the individual's academic qualifications
164 for such an appointment along with a statement detailing the role of the prospective appointee in
165 the educational and professional program to which they will be assigned.

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169 2. The dean shall forward this memorandum to the pertinent academic unit, including the units
170 in which the prospective appointee currently holds a joint appointment, for the consideration of
171 their respective tenured faculties.

172
173 3. Within thirty working days of receipt of the above memorandum, the academic units being
174 consulted shall forward a recommendation on the request to the dean(s). Any recommendation
175 forwarded from the department must have the approval of a majority of the votes cast by the
176 tenured faculty in a secret ballot.

177
178 4. After receiving their recommendations, and following consultation with the pertinent academic
179 units, the dean(s) shall forward their recommendation(s) and those of the faculty within thirty
180 working days to the Vice President for Academic Affairs for final decision.

181
182 B. A faculty member who held a full-time tenured or probationary appointment in a single
183 department prior to being given a joint appointment between that department and another
184 department may request and be granted a full-time appointment in his or her original
185 department by the above procedure but may be appointed fully to the other department only by
186 the procedure for permanent reassignment of faculty.

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191 **Effective: Immediately**

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