

## **20.8 Joint Appointment of Faculty**

Approval Authority: **Office of the Provost**  
Responsible Executive: **University Provost**  
Responsible Office: **Office of the Provost**  
Effective Date: **June 1, 2007**  
Revisions/Updates:

### **1. Policy Statement**

Joint appointments are predominately reserved for tenured faculty in the ranks of Associate Professor and Professor. Under special circumstances, joint appointments of untenured or non-tenure track faculty will be considered. In addition, under rare circumstances joint appointments at the rank of Assistant Professor may be considered.

All joint appointments will be made for a specified time period of no less than two years and no greater than five years.

All joint appointments are to be made at the rank held by the faculty member at the home unit at the time of the appointment.

A joint appointment can be made at the time when a new faculty member is first employed by the Institute. In such cases the grade of appointment, the home and host departments and any other conditions must be described in the offer letter at the time of hire.

There are two grades of joint appointments:

- a) Faculty Joint Appointment: Is an appointment where the faculty member has the same rights (full voting rights) in the host academic unit as he/she has on the home academic unit. In this case, the faculty member will be allowed to participate in any committee (other than committees or panels responsible for promotion and/or tenure decisions or recommendations) and have a vote on decisions made within the host academic unit (either department or school). A faculty member holding a joint appointment may participate in the host department or school as a voting member in committees or panels responsible for promotion and/or tenure decisions and recommendations only after consent of at least two-thirds of tenured faculty members of the host department or School. Under no circumstances however, a faculty member shall be allowed to serve on Institute level committees as a representative of the host academic unit (Department or School).
- b) Affiliate Joint Appointment: Is an appointment where the faculty member has no voting rights on committees or other decisions of the host academic unit unless such rights are conferred by a 2/3 majority vote of the voting faculty of the host unit (Department or School). The consent of at least two-thirds of all tenured faculty members of the host department or School will be required for participation as a voting member in committees or panels responsible for promotion and/or tenure decisions and recommendations (as in (a) above).

### **2. Reason/Purpose for Policy**

Development of uniform guidelines for joint appointment of faculty between academic departments, programs or research centers within the same school or between academic departments, programs or research centers in two different schools.

### **3. Policy Scope:**

This policy applies to: All faculty of Stevens Institute of Technology

### **4. Related Documents:**

Faculty Handbook

### **5. Contacts:**

1. Academic Deans of the Schools
2. Academic Council
3. Office of the Provost

### **6. The Policy**

a. General Joint appointments of faculty across academic units are essential in promoting interdisciplinary initiatives and they are highly encouraged. Joint appointments are solely based on merit, must serve a specific purpose (s) and must result in measurable benefits to the Institute. Such appointments can be either joint between academic departments, programs or research centers within the same school or between academic departments, programs or research centers in two different schools.

b. Appointment Procedures

1. The following procedures shall be followed in the award of joint appointments:

- The joint appointment process begins with an application for joint appointment submitted by the faculty member. This application is submitted to the Department Directors of the home and host units and the Dean (s) of the School (s) and should contain the following:
- The grade of the joint appointment requested.
- A complete justification of the request for joint appointment including the anticipated activities of the applicant and how those activities will result in distinct mutual benefits in both the home and host academic units.
- Evidence of prior collaboration between the applicant and faculty within the host department.
- A plan (including milestones) that shows the value derived from the joint appointment.

2. The application shall be reviewed by the directors of the home and host units. If both department directors agree that the request has merit, they submit a joint recommendation for appointment to the Dean (s) of the School (s) of the home and host departments. In the case of an application to the grade of Joint Faculty Appointment, the director of the host Faculty Joint Appointments department shall seek approval by the majority of the voting faculty of the department before he/she proceeds with a recommendation for appointment. In the case of an application to the grade of Affiliate Joint Appointment the director of the host department can recommend the applicant after consultation with the department faculty. Any space and/or budgetary issues resulting from the joint appointment, for either the home or host unit, such issues must be included in the joint recommendation of the department directors.

3. The Dean(s) of the home and host departments in consultation with the Provost shall at their discretion, approve the joint appointment.

## **Annual Review**

A faculty holding a joint appointment shall report, in his/her annual the activities report, all activities undertaken and the benefits derived as a result of the joint appointment. The report shall be submitted to both department directors and the Dean (s). An evaluation of the faculty member shall be conducted jointly by the directors of the home and host departments. On the basis of this evaluation a joint recommendation for annual salary raise shall be submitted to the Dean (s).

## **Research**

A faculty member holding a joint appointment can elect to submit research proposals and supervise/advice students, including thesis and dissertation supervision, within either the home or host units.

## **Promotion and Tenure**

### **For Affiliate Joint Appointments**

All promotion and tenure administrative processes (including nominations and formal evaluations) affecting faculty with affiliate joint appointments shall take place within the faculty member's home department. The director of the host department may be asked by the School or Institute P&T committee for an independent evaluation of the faculty member's performance.

### **For Faculty Joint Appointments**

All promotion and tenure administrative processes (including nominations and formal evaluations) affecting faculty with joint appointments shall take place jointly by the faculty member's home and host departments. The directors of the home and host departments shall issue a joint nomination for promotion and/or tenure after consultation with the P&T committee of their respective departments.