TO: SEAS Deans
Department and Division Chairs
SEAS Faculty

FROM: Richard W. Miksad
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RE: SEAS Joint Faculty Appointments

In the spirit of promoting more collaboration between departments for the overall betterment of SEAS, faculty members may seek affiliation with more than one department. It is understood that the affected departments and SEAS can benefit in having persons with formal collaborative appointments across departments. Specific anticipated benefits include furthering interdisciplinary collaborative teaching and research and making the advising of students more natural. In addition, such formal arrangements may foster better day-to-day interaction between departments which may remove barriers that currently inhibit interaction between departments.

This document describes two formal mechanisms for collaborative appointments between departments: the joint appointment and the courtesy appointment. In general, the joint appointment carries with it the full sharing of a faculty member between two departments. Faculty with courtesy appointments will have a primary department and limited rights and responsibilities in another department. The joint appointment will only be applicable to faculty with the rank of professor.

It is understood that joint and courtesy appointments will not be routinely and lightly given. It should be clear that the proposed appointment will offer an identifiable increment to both departments' overall productivity which would not occur without such an appointment. Collaborative appointments are applicable to tenure track, research and general faculty.

Joint Appointments

Objective: Joint appointments should be granted in such cases when extensive interaction is appropriate and inevitable between two departments or when the individual significantly bridges the department because of his/her technical expertise or capabilities.

Apportionment: Transfer or sharing of FTE to varying levels is envisioned or likely for joint appointments. In such cases, the allocation of teaching duties and other academic tasks will be negotiated between the Chairs involved. The faculty member will devote at least 25% of his/her time to each department, but at least 51% to one department. The responsibility for advising the Dean of the School of Engineering and Applied Science regarding leave, salary, or other issues needing interactions between the Dean and Chair will be the responsibility of the chair of the department in which the faculty member has the largest apportionment after consulting with the other Chair. The assignment of the faculty to the various committees within the two departments will be negotiated between the two Chairs and the faculty member. Conflicts arising through the decision process of the Chairs will be resolved by the Dean.

Teaching: Course assignments for the faculty member with a joint appointment will be negotiated between the Chairs. The FTE’s associated with course duties will be appropriately apportioned to each department.

Research Activities: The administrative duties required of a department for a faculty will be shared, unless otherwise agreed upon by the Chairs. In each case, the administrative details for operating the account will be negotiated by the Chairs, to include the manner in which overhead distribution will be shared. In addition, laboratory space in either or both departments but must be negotiated by the faculty member.
Faculty Rights: By virtue of the joint appointment, both departments have agreed to grant the faculty member full rights within each department. The faculty member is encouraged to participate in and to stay well informed about as many activities within each department as possible and reasonable.

Office Space: It will be typically the case that the faculty member will be provided office space in the department with the largest FTE percentage. Any other case will be negotiated by the Chairs.

Title and Rank: The faculty member with a joint appointment will have the title of Professor of the "home" department and Professor of the "secondary" department. The faculty member will only be tenured in the department with the majority share of the FTE.

Term of Appointment: Joint appointments are made without term.

Appointment: A joint appointment must be mutually acceptable to the faculty of both departments and the Dean and the appointment of the position will be approved by the Dean of SEAS. The termination of the appointment must be approved by the Dean. The FTE will revert to the "home" department.

Courtesy Appointments

Objective: Courtesy appointments are primarily granted in such cases when both departments are interested in fostering collaborative research efforts. It is also understood that this appointment can facilitate a general increased level of academic collaboration.

Apportionment: No transfer or sharing of FTE is envisioned for courtesy appointments. The allocation of teaching duties and other academic tasks will remain with the primary or "home" department; that is, the department with the FTE. The responsibility for advising the Dean of the School of Engineering and Applied Science regarding leave, salary, promotions, etc. will also remain with the Chair of the home department.

Teaching: Course assignments for the faculty member with a courtesy appointment will be made by the Chair of the home department. The FTE’s associated with such courses will count for the home department.

Research Activities: The administrative duties required by a department of a faculty member will be shared, unless otherwise agreed upon by the Chairs. In each case, the administrative details for operating the account will be negotiated by the Chairs, to include the manner in which overhead distribution will be shared. The home department assumes the primary responsibility for providing the faculty member with laboratory space; laboratory space in the other department must be negotiated by the faculty member.

Faculty Rights: No rights are automatically granted to the holder of a courtesy appointment. Specific rights must be negotiated with the Chair of the department granting the courtesy appointment.

Office Space: It will be typically the case that the faculty member will be provided office space in the home department. Any other case will be negotiated by the Chairs.

Title and Rank: The faculty member with a courtesy appointment will have the title of Professor (Assistant, Associate, or Full) of the "home" department and Professor (Assistant, Associate, or Full) of the "secondary" department. Promotion to a higher rank is the responsibility of the home department. The term courtesy will be used for internal audit within SEAS but will not be included in the recognized title.

Term of Appointment:Courtesy appointments are made for a term of three years. Courtesy appointments can be renewed indefinitely. Courtesy appointments must be reviewed at times of promotion and continuance must be mutually acceptable to the faculty of both departments and Dean.

Appointment: A courtesy appointment must be mutually acceptable to the faculty of both departments and Dean. The termination of the appointment must be approved by the Dean.