

TO: All Department/School Heads

FROM: David Reingold, Dean of CLA

CC: Wei Hong, Associate Dean for Faculty Affairs; Joel Ebarb, Senior Associate Dean for Undergraduate Education and International Programs; Sorin Matei, Associate Dean for Research and Graduate Education, and Kirke Willing, Senior Director of Financial Affairs

DATE: March 2, 2020

SUBJECT: Procedures for Approval of Faculty Joint Appointments

Prior to a joint appointment, the Department/School Head needs to follow the procedures as follows:

1. A joint appointment is a faculty appointment either within CLA units or between a CLA unit and another College unit on campus that recognizes the mutual benefits between the faculty in different units to enhance the research, teaching and engagement activities. In recommending such an appointment for a faculty member, the Head should evaluate whether it meets the standard for joint appointments in their unit.
2. The Head offering the appointment should discuss with the Dean the possible split appointment (FTE) and seek the Dean's initial approval. The Head is responsible for the financial support of FTE share in their unit if the new joint appointment is for a faculty member whose home appointment is from another College on campus.
3. Once the Head offering the appointment makes a positive decision by faculty vote or other means, the Head should confirm with the Head of the faculty to be offered the joint appointment for their support.
4. The Head offering the appointment should send the endorsement to the Associate Dean for Faculty Affairs, copied to the Dean, with a memo outlining the rationale and a draft of the offer letter. The memo should include the following:
 - FTE distribution within CLA between units, or between CLA and College X;
 - Tenure home;
 - Teaching duties;
 - Annual review process if a faculty is from another College on campus. The existing annual review process for faculty with joint appointment **within the College** will continue.
 - Travel support (if split, by the percentages agreed upon);
 - Effective date;
 - Any other pertinent information.
5. Once the Dean agrees on the terms, the Head offering the appointment will forward the draft MOU to the faculty member and the Head of the faculty to be offered the joint appointment for their agreement.
6. After all parties agree, the Head offering the appointment works with the CLA business office to prepare an official letter to be signed by CLA Dean and the Provost's Office, followed by the faculty member receiving the appointment and recorded by the CLA business office.