

# Joint Tenure-Track Faculty Appointments

The University of New Hampshire supports joint appointments, including intercollege appointments, for tenure-track faculty. For tenure-track faculty, a joint faculty appointment is one in which a faculty member's appointment is shared between a home department and another unit: department, program, center, or institute. Some faculty members may be granted academic rank in more than one unit through a joint faculty appointment. The faculty rank must be the same for both units. Joint faculty appointments are based upon the academic needs of the faculty member, departments, schools/colleges, institutes, centers, and programs.

## Home Department

A department will be designated as the home department for administrative purposes, including promotion and/or tenure. The home department will be determined by mutual agreement among the faculty member, the department head, and the dean of the college/school. The need to choose a home department is particularly important in the case of a 50/50 appointment.

The home department must be able to grant tenure. (Other than by special exception, which will not normally be granted, this precludes choosing any unit other than a department for a tenure-track faculty member's home.) The home department will initiate the third-year review and subsequent promotion and/or tenure reviews. The awarding of promotion and/or tenure shall be initiated only through the designated home department, but the secondary unit must be consulted and given an opportunity to provide information concerning performance as it relates to promotion and/or tenure. The secondary unit will not, however, conduct its own separate promotion and/or tenure review.

Tenured or tenure-track faculty with joint appointment status will have voting privileges in both the home and secondary units as well as the college/school/institute. Voting privileges will be granted regardless of percentage designated in each department/unit.

## Hiring

For new tenure-track hires, joint faculty appointments follow the hiring and affirmative action procedures for faculty. Both the primary department and secondary unit must approve the advertising and filling of the position. Appointments are made by the dean of the appropriate school/college.

## Joint Appointment of New and Current Faculty Members

The initial joint faculty appointment within one school/college must have a recommendation from the home department and secondary unit heads and must be approved by the appropriate dean. The request from the unit heads should clearly define the expectations, obligations, and financial arrangements of both the home department

and secondary unit. For joint faculty appointments across colleges/institutes, the provost must approve. The recommendation from the dean(s)/director to the provost must include the terms of the appointment including home department and any financial arrangements the units have agreed to concerning the proposed appointment.

Once approved, the dean of the school/college in which the home department is housed will extend the letter of offer to the faculty member. The appointment letter from the dean of the unit must describe the terms of the appointment, the faculty member's responsibility in each unit, and the designated home department. Any subsequent changes to the joint appointment may be made only if both units agree.

#### Joint Faculty Appointments without Compensation

A joint faculty appointment without compensation may be made using the affiliate faculty appointment procedure.

#### Joint Faculty Appointments - Compensation

When a joint faculty appointment has an assignment in two units, it is appropriate for each to share in the salary and fringe benefits. The salary is allocated proportionally between them based on the assignment in the respective units, and the total FTE must not exceed 1.0.

#### Procedures

The following are procedures which apply to tenure-track joint faculty appointments, in addition to those already specified in the Collective Bargaining Agreement, college/school by-laws, USNH Policies and Procedures, and UNH Policies and Procedures.

1. Renewal of appointment for non-tenured tenure-track faculty. Where a non-tenured tenure-track faculty member has a joint appointment within one school/college/institute(s), the secondary unit shall provide the home department with an annual assessment of performance. Based on this information and its own assessment, the home department will complete the annual assessment of performance and make a recommendation to the dean/director about whether or not to continue the appointment.

If the faculty member's appointment is across two schools/colleges/institutes, the dean/director and the unit head where the secondary appointment resides will make a recommendation to the dean and department chair where the home appointment resides. The dean where the home appointment resides will inform the faculty member whether the appointment will be renewed.

2. Promotion and/or tenure procedure. Evaluation will be based on the criteria described under teaching, scholarship, and service in the "Procedures and Criteria for Promotion and Tenure". The evaluation will consider the nature of the appointment and

the expectations of the position as specified at the time of appointment or subsequently modified.

Whenever possible, the Department Promotion and Tenure Committee for joint faculty appointments shall contain at least one tenured faculty member of appropriate rank from the secondary unit. The tenured faculty member from the secondary unit will be a non-voting member of the Committee. The process for the selection will be at the discretion of the secondary unit subject to the approval of the dean(s). Should a tenured faculty member of appropriate rank from the secondary unit be unavailable, the faculty from the secondary unit shall, in consultation with the dean, choose a tenured faculty member with appropriate rank from the school/college to serve on the Department Promotion and Tenure Committee.

The chairperson and dean from the home department shall invite evaluative input from the chairperson and dean of the secondary unit separately. The dean from the home department will forward the promotion and tenure case to the Provost and Executive Vice President for Academic Affairs.

The dean from the home school/college will initiate the post-tenure review process.

3. Leaves. When a faculty member applies for a sabbatical leave or leave without pay, the chair of the home department must consult with the head of the secondary unit to confirm there is no disagreement about the leave. The chair of the home department will make a recommendation to the dean.

4. Research grants and contracts. When a faculty member applies for research funds and the approval or support of the department chair and/or dean is required, the chair and/or dean with financial responsibility for the funded activity shall take the appropriate action.

#### Authority

Any conflicts resulting from this procedure will be adjudicated by the dean when the joint appointment is within a college. Conflicts across colleges/institutes will be adjudicated by the UNH Provost and Executive Vice President for Academic Affairs. Departments/units may develop specific MOU's for particular cases, to address the terms of appointment and the processes for annual review, promotion and tenure, and post-tenure review, as a supplement to these guidelines. Such MOU's must be signed by the appropriate chairs and deans, and they are subject to review by the Provost and Executive Vice President for Academic Affairs.

6/30/2004

# Joint Non-Tenure-Track Faculty Appointments

The University of New Hampshire supports joint appointments, including intercollege appointments, for faculty. For non-tenure track faculty, a joint faculty appointment is one in which a faculty member's appointment is shared between a home unit and another unit: department, program, center, or institute. Some faculty members may be granted academic rank in more than one unit through a joint faculty appointment. The faculty rank must be the same for both units. Joint faculty appointments are based upon the academic needs of the faculty member, departments, schools/colleges, institutes, centers, and programs.

## Home Administrative Unit

A unit will be designated as the home unit for administrative purposes, including promotion. The home unit will be determined by mutual agreement among the faculty member, the unit head, and the dean/director of the college/school/institute. The need to choose a home unit is particularly important in the case of a 50/50 appointment.

The awarding of a promotion shall be initiated only through the designated home unit, but the secondary unit must be consulted and given an opportunity to provide information concerning performance as it relates to promotion. The secondary unit will not, however, conduct its own separate promotion review.

Non-tenure track voting privileges will be determined by department, college, program, center, and/or institute by-laws. Non-tenure-track faculty with joint appointment status may have voting privileges in both the home and secondary units as well as the college/school/institute. Voting privileges may be granted regardless of percentage designated in each unit.

## Hiring

For new non-tenure-track hires, joint faculty appointments follow the hiring and affirmative action procedures for faculty. Both the primary and secondary units must approve the advertising and filling of the position. Appointments are made by the dean/director of the appropriate school/college/institute.

## Joint Appointment of New and Current Faculty Members

The initial joint faculty appointment within one school/college/institute must have a recommendation from the home and secondary unit heads and must be approved by the appropriate dean(s)/director(s). The request from the unit heads should clearly define the expectations, obligations, and financial arrangements of both the home and secondary unit. For joint faculty appointments across colleges/institutes, the provost must approve. The recommendation from the dean(s)/director(s) to the provost must include the terms of the appointment including home unit and any financial arrangements the units have agreed to concerning the proposed appointment.

Once approved, the dean/director of the school/college/institute in which the home unit is housed will extend the letter of offer to the faculty member. The appointment letter from the dean/director of the unit must describe the terms of the appointment, the faculty member's responsibility in each unit, and the designated home unit. Any subsequent changes to the joint appointment may be made only if both units agree.

#### Joint Faculty Appointments without Compensation

A joint faculty appointment without compensation may be made using the affiliate faculty appointment procedure.

#### Joint Faculty Appointments with Compensation

When a joint faculty appointment has an assignment in two units, it is appropriate for each to share in the salary and fringe benefits. The salary is allocated proportionally between them based on the assignment in the respective units, and the total FTE must not exceed 1.0.

#### Procedures

The following are procedures which apply to joint non-tenure-track faculty appointments, in addition to those already specified in the college/school/institute by-laws, USNH Policies and Procedures, and UNH Policies and Procedures.

1. Renewal of appointment for non-tenure-track faculty. Where a non-tenured faculty member has a joint appointment within one school/college/institute(s), the secondary unit shall provide the home unit with an annual assessment of performance. Based on this information and its own assessment, the home unit will complete the annual assessment of performance and make a recommendation to the dean/director about whether or not to continue the appointment.

If the faculty member's appointment is across two schools/colleges/institutes, the dean/director and the unit head where the secondary appointment resides will make a recommendation to the dean/director and unit head where the home appointment resides. The dean/director where the home appointment resides will inform the faculty member whether the appointment will be renewed.

2. Promotion procedure. Evaluation will be based on the criteria described under teaching, scholarship, and service in the "Procedures and Criteria for Promotion and Tenure". The evaluation will consider the nature of the appointment and the expectations of the position as specified at the time of appointment or subsequently modified.

The Promotion Committee for joint faculty appointments shall contain at least one faculty member of appropriate rank from the secondary unit. The process for the selection will be at the discretion of the secondary unit subject to the approval of the dean/director. The faculty member from the secondary unit will be a non-voting member of the Committee. Should a faculty member of appropriate rank from the secondary unit be unavailable, the faculty from the secondary unit shall, in consultation with the dean/director, choose a faculty member with appropriate rank from the school/college to serve on the Promotion Committee.

The chairperson and dean/director from the home unit shall invite evaluative input from the unit head and dean/director of the secondary unit separately. The dean/director from the home unit will forward the promotion case to the Provost and Executive Vice President for Academic Affairs.

3. Leaves. When a faculty member applies for a sabbatical leave or leave without pay, the head of the home unit must consult with the head of the secondary unit to confirm there is no disagreement about the leave. The head of the home unit will make a recommendation to the dean/director.

4. Research grants and contracts. When a faculty member applies for research funds and the approval or support of the unit head and/or dean/director is required, the chair and/or dean/director with financial responsibility for the funded activity shall take the appropriate action.

#### Authority

Any conflicts resulting from this procedure will be adjudicated by the dean when the joint appointment is within a college. Conflicts across colleges/institutes will be adjudicated by the UNH Provost and Executive Vice President for Academic Affairs. Units may develop specific MOU's for particular cases, to address the terms of appointment and the processes for annual review and promotion as a supplement to these guidelines. Such MOU's must be signed by the appropriate chairs and deans/directors, and they are subject to review by the Provost and Executive Vice President for Academic Affairs.

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