

## **Joint Research Faculty Appointments**

### *Definitions*

“Department Chair” includes Program/Center Director

“Dean” includes EOS Director

“Department Committee” includes Program/Center Committee if relevant

“College” includes EOS and Graduate School

“College Committee” includes EOS Committee

The University of New Hampshire supports joint appointments for faculty. For research faculty, a joint faculty appointment is one in which a faculty member's appointment is shared between a home unit and another unit. The faculty rank must be the same for both units. Joint faculty appointments are based upon the academic needs of the faculty member and colleges

### 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 two unit heads, and the deans of the colleges.

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, and this information must be included in the promotion documentation. The secondary unit will not, however, conduct its own separate promotion review.

Research faculty voting privileges will be determined by appropriate by-laws. Research faculty with joint appointment status may have voting privileges in both the home and secondary units as well as the college. Voting privileges may be granted regardless of percentage designated in each unit.

### Hiring

For new research faculty hires, joint appointments follow the hiring and affirmative action procedures for faculty. Both the home and secondary units must approve the advertising and filling of the position. Appointments are made by the dean of the college in which the home unit is housed.

### Joint Appointment of New and Current Faculty Members

The initial joint faculty appointment within one college must have a recommendation from the home and secondary unit heads and must be approved by the appropriate dean(s). The request from the unit heads, including any modifications by the dean(s), should clearly define the expectations, obligations, and financial arrangements of both the home and secondary unit. For joint faculty appointments across colleges, the provost must approve. The recommendation from the dean(s) to the Provost and Vice President for Academic Affairs 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 of the college in which the home unit is housed will extend the letter of offer to the faculty member. The appointment letter from the college dean 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 within the contract period may be made only if both dean(s) agree.

### Procedures

The following are procedures which apply to joint research faculty appointments, in addition to those already specified in the college by-laws, USNH Policies and Procedures, and UNH Policies and Procedures.

Renewal of appointment for research faculty. Where a research faculty member has a joint appointment within one college 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 about whether or not to continue the appointment.

If the faculty member's appointment is across two colleges, the dean where the secondary appointment resides will make a recommendation to the dean where the home appointment resides. The dean where the home appointment resides will inform the faculty member whether the joint appointment will be renewed.

### Promotion procedure

Evaluation will be based on the criteria described in the Research Faculty Promotion document found on the Provost's website. 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.

### Leaves

When a faculty member applies for a 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 that includes information about the input of the secondary unit head.

### Research grants and contracts

When a faculty member applies for research funds and the approval or support of the dean is required, the dean with financial responsibility for the funded activity shall work out financial arrangements.

### Authority

Any conflicts resulting from this procedure will be adjudicated by the dean when the joint appointment is within a college. Conflicts across colleges will be adjudicated by the UNH Provost and 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 deans, and they are subject to review by the Provost and Vice President for Academic Affairs.

8/2017