

MEMORANDUM

TO: Committee on Faculty Affairs (CFA)
FROM: Steering Committee
RE: Review of policy on Joint Appointments
DATE: February 21, 2018

Background:

According to TCNJ policy (the Policy Framework), all campus policies should be reviewed every five years. The Joint Appointments Policy has not been reviewed since 2005.

Charge:

Steering asks CFA to review this policy to ensure that it is consistent with current practice and with the Reappointment and Promotions Document and to make any other changes to the policy that CFA deems appropriate. In conducting this review, CFA should solicit testimony from the Council of Deans concerning current practice.

If CFA makes changes solely to bring the policy in line with current policy and practice, no additional testimony is required.

Testimony Tier: Tier I, provided changes are solely to bring the policy in line with current policy and practice.

Timeline:

CFA should review and update this policy by the end of the Spring 2018 semester.

TCNJ Governance Processes

Step 1 – Steering issues a charge

Step 2 - Governance prepares a Preliminary Recommendation

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups.

When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3 – The Relevant Stakeholders provide Testimony

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see page 24) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4 – Governance prepares a Final Recommendation

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must resubmit a preliminary recommendation to the campus community.

When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5 – Steering considers the Final Recommendation

Step 6 – The Provost and/or President and Board consider the Final Recommendation

Step 7 – Steering notifies the Campus Community

Testimony Tier I – The issue requires minimal testimony from the campus community. The assigned council or committee should consult with relevant stakeholders before preparing the final recommendation, but there is no need for surveys or open fora.

For a complete description of all steps and of the other testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21 – 24.



The College of New Jersey

Section:	II.3.24
Title:	Joint Appointments
Effective Date:	2005
Approved By:	Provost
Responsible Unit:	Academic Affairs (609-771-3080, academic@tcnj.edu)
History:	
Related Documents:	

I. INTRODUCTION

This document outlines the principles and guidelines for various faculty appointments.

II. DEFINITIONS

N/A

III. POLICY

JOINT APPOINTMENT GUIDELINES

Attracting and retaining high quality faculty members to TCNJ may be enhanced by the establishment of a joint appointment. In keeping with The College's mission and values, new faculty are increasingly interested in interdisciplinary work. Current TCNJ faculty members may also be interested in changing affiliation during their tenure through a joint appointment. These guidelines may be applied to developing proposals to modify existing faculty positions or to generate new faculty requests.

1. Clear Terms of Appointment. The terms under which a joint position is defined are extremely important and need to be explicit prior to approval of the appointment. A joint appointment proposal should be completed and reviewed by all participating academic units (departments or program areas). This description and impact statement should then

be presented to the appropriate dean(s) before a request for the position is presented by the dean to the Office of Academic Affairs for approval.

2. Proposed Agreement. A proposal to establish a joint appointment must be developed, with appropriate consultation, by the initiating faculty member or, in the case of new appointments, academic units, and recommended by the appropriate dean(s). As elaborated below, this agreement must include the following elements:

a. **For current faculty:** identification of the administrative unit; a definition of shared work load and teaching, research, and service assignments; and composition of the personnel committee responsible for promotion and review.

b. **For new appointments:** a description of candidate qualifications; identification of the administrative unit; a definition of shared work load and teaching, research, and service assignments; composition of the search and personnel committees responsible for hiring, reappointment, promotion and tenure review of the appointed faculty member.

3. Administrative Unit. For purposes of monitoring distribution of faculty across academic units, the joint appointment will be divided across participating units. One academic unit, however, will be designated as the administrative unit of record for the faculty member for any college administrative functions, such as mailing address, etc., that require identification in one area only. The administrative unit does not directly determine the nature or weighting of the appointment itself.

4. Distribution of Work. The proposal must indicate the expected distribution of faculty assignments, including an explicit definition of the field(s) of scholarship that is appropriate to this appointment, the anticipated teaching load distribution between the units, and the service expectations for the position, including some indication of the degree of involvement in each unit, and the unit in which the participating faculty member will vote for chairperson. The period of appointment will be four years (or reappointment with tenure) for initial appointments. For current faculty, it is expected that the joint appointment would minimally be for two years.

5. New Faculty Appointments. Specific issues to consider when proposing and hiring new faculty in joint appointments include the following.

a. **Search Process:** The proposal should indicate the composition of the search committee for initial appointments. This committee should draft a position announcement. The position should be advertised as a joint position through the disciplinary organizations related to appropriate units. The selection process and decisions regarding the review of and recommendations regarding applicants will be determined by this committee.

b. **Qualifications.** The proposal should indicate the qualifications for successful candidates. Person hired would likely be required to have a terminal degree in one area and a graduate degree (not necessarily their Ph.D.), substantial graduate course work, or substantive experience and/or publications in the other area(s).

c. **Mentoring.** The agreed-upon personnel committee should be consulted in determining who will guide and advise the faculty member according to the agreed-upon definition of the faculty member's teaching, scholarship, and service assignments in each unit.

d. **Review.** The proposal should define a representative personnel committee that would assume the role in reviewing and recommending the appointed faculty member for reappointment, tenure, and promotion in light of The College's standards. The field of study or creative activity that meet the expectations of the joint appointment will have been made clear by both units through a memorandum at the initial appointment.

6. Terms. The proposed terms of the joint appointment will be provided in writing to all candidates at the time of their interview. For both current faculty and new faculty, it is understood that divisions of time and responsibility articulated in the initial proposal may vary over a period of years, with modifications typically worked out within the participating unit(s). Formal modification of the terms of agreement will only be required if there is substantial change from the initial agreement. If, for example, the faculty member wishes to rescind joint appointment status, after reappointment with tenure for new faculty or after the initial term for current faculty, that proposal would be made by the appropriate dean(s) following consultation with the faculty member and participating academic units.

TRANSFER OF ACADEMIC UNIT FOR CURRENT FACULTY

While some faculty whose work falls within two or more areas may choose to participate in the Joint Appointment option available for new and continuing faculty at TCNJ, others may find that they prefer to request a transfer of their full appointment to another academic unit. This may occur because, over time, their interests, teaching, and scholarship has shifted significantly or the application of their discipline becomes more closely aligned with another program. These guidelines parallel the guidelines for Joint Appointments and should be applied to developing a proposal to change the appointment.

1. Clear Terms of Appointment. The terms under which transfer of appointment is defined are extremely important and need to be explicit prior to approval of the appointment. A proposal should be completed and reviewed by both academic units (current and proposed). This description and impact statement should then be presented to the appropriate dean(s) before a request for the position is presented by the dean of the proposed unit to the Office of Academic Affairs for approval.

2. Proposed Agreement. A proposal to transfer the appointment must be developed, with appropriate consultation, by the initiating faculty member and recommended by the appropriate dean. As elaborated below, this agreement must include the following elements: identification of the proposed unit; rationale for the transfer; summary of consultation and shared teaching responsibilities, if any, for a specified period of time.

3. Terms. The proposed terms of the transfer will be provided in writing to the faculty member, the chair(s) of the former and prospective academic units, the dean(s), and the Office of Academic Affairs. Any subsequent request for change in status would need to be accompanied by a new proposal.

AFFILIATE STATUS

A faculty member may maintain a strong interest in the work of another academic unit and, therefore, occasionally teach in an area other than the unit in which they hold their appointment. Faculty members who are engaged in this affiliate status for one-two courses per year are not required to make the relationship formal with a joint appointment proposal. Further, the academic unit with which the faculty member is affiliated in this manner may choose to list the faculty member as an Affiliate for bulletin and other appropriate purposes.

IV. RELATED DOCUMENTS

V. HISTORY

Recommended through governance: Spring, 2005; Approved by Provost