

## CFA's Final Recommendation on Review of policy on Joint Appointments

TO: Steering Committee  
FROM: Committee on Faculty Affairs  
RE: Review of policy on Joint Appointments  
DATE: April 17<sup>th</sup>, 2018

### **Background:**

On February 21, 2018, Steering sent CFA a charge regarding policies that address the policies regarding faculty with joint appointments. It was noted that the TCNJ Policy Framework requires campus policies to be reviewed every five years and that this policy had not been reviewed since 2005.

### **Charge:**

Steering asked 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.” Steering also noted that in conducting this review, CFA should solicit testimony from the Council of Deans concerning current practice.

### **Final Recommendation:**

In conducting its review, CFA consulted with Dean’s Council, who did not provide substantive comments, save that there should be clarity about the tenure procedure and that there be consistency in the policy across campus. CFA also noted in its review that there were some redundancies and repetitive language in the policy document. As such, CFA streamlined the language, consolidated several repetitive sections and made specific reference to the RPD in the revised policy.

The policy for Joint Appointments should now read as follows:

### **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 are defined are important and need to be explicit prior to approval of the appointment. A joint appointment proposal should be completed following the guidelines specified below 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(s) 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 workload and teaching, research, and service assignments; and composition of the personnel committee responsible for review, tenure, and promotion.

b. For new appointments:

1) A description of candidate qualifications; identification of the administrative unit; a definition of shared workload and teaching, research, and service assignments; composition of the search and personnel committees responsible for hiring, reappointment, tenure, and promotion review of the appointed faculty member. For policies regarding review, tenure and promotion as they apply to joint appointments, please see the relevant sections of the most recent Reappointment and Promotions document.

2) 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.

3) Qualifications. The proposal should indicate the qualifications for successful candidates. The 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).

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, 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 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 five 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 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.

6. Modification of 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 be required only 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 have shifted significantly or the application of their discipline has become more closely aligned with another program. When developing a proposal to change or modify an appointment, the guidelines outlined in sections 1 and 2 above should be applied to the new proposal.

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. The proposal 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 chairs of the current 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