



Faculty Joint Appointment Policy

Policy #:	AA013.1
Policy Type:	University
Responsible Executive:	Provost
Responsible Office:	Academic Affairs
Originally Issued:	October 18, 2023
Latest Revision:	October 18, 2023
Effective Date:	October 18, 2023

I. Policy Statement

To increase the quality and quantity of interdisciplinary course offerings and scholarship opportunities, there is a need to create an administrative space in which faculty, staff, and students from multiple disciplines can interact. At the same time, there also might be the need for these faculty to be able to work with others in their own academic discipline. To achieve both of these goals, there need to be agreements about how faculty can be jointly appointed across two or more units. This policy discusses the basics of such agreements.

II. Purpose of Policy

The purpose of this policy is to outline the process of appointing faculty across two or more units. Jointly appointing faculty from different programs to provide new interdisciplinary education and research opportunities has several benefits for students and ULM. First, it can create new fields of knowledge and resources that would not be available from a disciplinary approach. Second, it can build bridges and linkages between units that can provide new opportunities for the faculty, staff, and students in involved disciplinary programs. Lastly, it can create a collaborative culture that will expand and enhance opportunities to produce research, creative activity, and new knowledge at both ULM and in the region.

Joint appointments, though, do come with their challenges, and any agreements creating such appointments need to recognize and address the most daunting of these:

- Participating programs/schools will have different policies, criteria, and evaluation systems regarding research, teaching, and service. This will affect administrative and technical support, pay raises, workloads, etc.;
- Teaching assignments may be more complex when shared among units, especially if team teaching is expected or required;
- Needing to support two or more units might lead to additional service beyond what is expected by either unit; and
- By not serving full-time in any one unit, faculty might not connect with colleagues in either of the units in which they have an appointment.

The amount of complexity in addressing these differences will be greatly increased by the administrative levels involved in the agreement. For example, if the faculty are all from within one college, it will be easier to create agreements than if multiple colleges are involved.

III. Applicability

This policy applies to faculty who have teaching and/or scholarship appointments in two or more academic programs/schools at ULM

IV. Definitions

Home Unit – The program/school to which the faculty member has primary responsibilities. For those faculty on the tenure track, this is the unit in which tenure will be vested. This unit is selected by mutual agreement among the faculty member, the school director(s), and the dean(s) as the administrative home in the appointment letter. The home unit should be that in which the faculty member has the most frequent professional impact related to teaching, advising, research, and service.

Secondary Unit – The program/school to which the faculty member has secondary responsibilities for teaching, research, and service. The faculty member will participate in the work of the secondary unit, but it will be to a lesser extent than in the home unit.

V. Policy Procedure

Under normal circumstances, faculty are hired into one program within a single school. However, there may be instances when it is in the best interest of ULM for a faculty member to have a joint appointment in another program so that interdisciplinary courses and scholarly activity can be advanced. When this occurs, the following guidelines need to be used to document the sharing agreements between all parties that will define how this joint appointment will be maintained.

When a decision to create a joint appointment is made, a letter codifying the agreement will be initiated by the home unit. This document will detail how key procedures related to the faculty member's academic career will be handled, including academic review and evaluation, workload, assignment of campus service, and the unique expectations that led to the joint appointment. The goal should be that the faculty member's obligations across the two units are not greater than those of others who are full-time in their unit. Where applicable, the document should elaborate how the jointly appointed faculty member will have comparable access to administrative support, equipment, unit funding, mentors, space, start up, and access to graduate students as all other faculty in the units.

The amount of detail in the letter and the needed approvals will depend upon the degree to which the two units are co-located physically and administratively. When such an agreement is between two programs in the same school located in the same building, the documentation is likely to be terse, as faculty in both programs are supervised by the same school director and share much of the same space and resources, as well as possibly having the same tenure and promotion criteria. In this case, the approvals on the letter should be from the school director and dean of the college.

In cases where the appointment is between programs in different schools in the same college, there will need to be more details in the document, as budgets, evaluation criteria, workloads, etc. will be different between the two units. The approvals for the letter will need to come from both school directors and the dean of the college. If the two programs are in different colleges, there will need to be even more detail with respect to operating procedures, and approvals of the letter will need to include both school directors, both deans, and the Provost.

Hiring

While some joint appointments will be created for faculty already at ULM, others will result from a planned hire. In this situation, a home unit should be designated for the position before the search process commences; however, that might not always be possible.

Whether it is done or not, the search committee for the position should consist of representatives from both units, as designated by the dean(s) of the involved programs.

During the interview process, provisions should be made for faculty, students, and staff from both units to participate in the process. Once the committee has completed its work, the recommendation for hire should be approved by the director(s) of both units before being forwarded to the dean(s) of both programs. Final approval for the hire will lie with the Provost. Negotiations for the hiring will be done by the dean over the home unit, in consultation with all involved school directors and deans.

Teaching

The appointment letter needs to explicitly state the expected teaching load of the faculty member; if it does not, the default teaching load will be that of faculty in the home unit. Unless expressly stated in the appointment letter, the proportion of teaching load for both the home and secondary units may vary as needed. The percentage of credit given for any team-taught courses will be determined before the course is taught and captured in the scheduling system's Percent Responsibility module. The student credit hours generated by a jointly-appointed faculty member shall accrue to the discipline under which the course is listed.

Evaluation and Review

If the annual evaluation criteria used by the two units are different, the joint appointment letter shall clearly spell out what the performance criteria will be for the faculty member. This includes teaching loads, supervision of students, advising, scholarship expectations, and service responsibilities. These criteria should acknowledge the faculty member's multiple academic commitments and interdisciplinary work. The home unit is responsible for performing reviews, which includes seeking input from the secondary unit and considering it in the evaluations. Upon completion, a copy of any evaluation will be shared with the director of the secondary unit. While the home unit takes responsibility for performing the evaluation and notifying the secondary unit of the results, the secondary unit has responsibility for providing clear communication with the faculty member and being responsive to issues as they arise.

If the faculty member is pre-tenured, or is a tenured assistant or associate professor who might apply for promotion in the future, then the appointment letter will need to clearly elaborate the tenure and/or promotion criteria that will be used for evaluation. These criteria shall acknowledge the faculty member's multiple academic commitments and interdisciplinary work. As with annual evaluations, any tenure or promotion application review will be the primary responsibility of the home unit with input to be included from the secondary unit. The director of primary unit will form the tenure and/or promotion committee as described in the Faculty Handbook and will include a representative from the secondary unit if an appropriately ranked and tenured faculty member exists in that unit. The application materials should include a letter from the secondary unit regarding the faculty member's performance in order to inform other senior faculty participating in the review about the norms and values of the other disciplines to which the faculty member contributes.

The tenure and/or promotion recommendations from the home unit committee will proceed to the home unit director. After completing a review and writing a recommendation, the home unit director will forward both recommendations to the secondary unit director. If desired, the secondary unit director may write a supporting letter that will be sent back to the director of the primary unit for inclusion in the recommendations that are sent to the college committee for the home unit.

All of the materials, including the recommendation from the college committee, will be forwarded to the dean of the home unit. If the home and secondary units are in different colleges, the dean overseeing the home unit will forward all of the materials, including the dean's recommendation, to the dean overseeing the secondary unit for input. If desired, the dean overseeing the secondary unit may write a supporting letter that will be sent back to the dean overseeing the primary unit for inclusion in the recommendations that are sent to the Provost. At that point, the process will follow the standard process for all faculty.

When merit pay raises are given, the home unit will be responsible for determining what raise is appropriate. The director of the home unit will make a recommendation in consultation with the director of the secondary unit. This recommendation will be forwarded to the dean of the home unit for inclusion in the appropriate budgets.

Mentoring

Both units should take steps to familiarize the faculty member with becoming a part of the university community. This includes participation in unit faculty meetings and events. The faculty member should be included on regular communications, such as email lists, unit web pages, and the campus directory, which should identify both units for the faculty member.

Per the Faculty Handbook, the home unit should coordinate all mentoring activities. If possible, the faculty member should be assigned a mentor who is familiar with interdisciplinary work and can provide sound advice on how to achieve academic success at ULM. Having a mentor who has conducted interdisciplinary research can also be very useful.

Service Responsibilities

The joint appointment letter needs to define the expectation for committee assignments and other service obligations. The faculty member shall be a voting member on matters of shared governance and T&P in their home unit in accordance with the home unit's policies, and may serve on shared governance committees in their secondary unit, if requested and appropriate to a reasonable workload. In allotting duty assignments, the director of the home unit will take any outside service obligations into account, especially service requirements for the secondary unit. The goal should be that the faculty member's obligations across the two units are not greater than those of others who are full-time in their unit.

Amendment/Termination of Joint Appointment

As units and faculty careers evolve, there may be a need to modify or terminate a joint appointment. The directors of both the home and secondary units will be in communication annually to determine if changes need to be made to the appointment letter. Any modifications will need to be approved by the deans involved and the Provost. If either the faculty member or one of the joint-appointment units wishes to terminate the joint appointment, they can petition the dean(s) for such action, with final approval required by the Provost. If the faculty member wishes to change the designation of the home unit to the secondary unit, and vice versa, approval from both unit directors, any involved deans, and the Provost is required before the change can be made.

VI. Enforcement

The Provost is responsible for the enforcement of this policy.

VII. Policy Management

The responsible executive for this policy is the Provost. The responsible officers for implementation of the policy are the deans of the colleges involved.

VIII. Exclusions

N/A.

IX. Effective Date

This policy will be in effect starting October 18, 2023.

X. Adoption

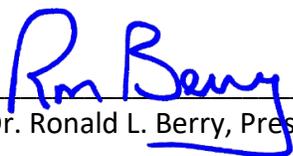
This policy is hereby adopted on this 18th day of October 2023.

Recommended for Approval by:

Approved by:



Dr. Mark Arant, Provost and VPAA



Dr. Ronald L. Berry, President

XI. Appendices, References and Related Materials

ULM Faculty Handbook - <https://webservices.ulm.edu/policies/download-policy/751>

XII. Revision History

Original Adoption Date: October 18, 2023