

Approved by the Dean's Council on Feb 26, 2018

## **ACADEMIC AFFAIRS POLICY ON JOINT APPOINTMENTS**

**Title:** *Joint Appointments Policy*

**Document Purview:** Academic Affairs Policy

**Document Category:** Controlled

**Policy Number:** None

**Effective Date:** Feb 26, 2018

**New Policy:** Yes

**Suggested Revision date:** 2020

**Issuing Authority:** Provost / Senior Vice President for Academic Affairs

**Responsible Offices:** All University College/Schools

**Document Responsibility:** Office of the Provost/ Senior Vice President for Academic Affairs  
(SVPAA)

**References:** Policies on Joint appointments in Carnegie Mellon College of Science, Georgia State University, University of Michigan, Stanford Medicine, and Cornell University Policy on Appointments

**Signature:**



**Date:** Feb 27, 2018

MORGAN STATE UNIVERSITY

# Academic Affairs Policy on Joint Appointments

Approved by the Dean's Council on Feb 26, 2018

## **1. Purpose**

The purpose of the Morgan State University policy on Joint Appointments is to encourage and facilitate interdisciplinary educational and scholarly activities by establishing the standards that govern appointment of faculty to two or more Departments in the University.

## **2. Definitions**

The following definitions of certain terms are used in this Policy.

- 2.1. *School* - shall mean any of Morgan State University's Colleges or Schools.
- 2.2. *Home Department* – shall mean the academic department or program that the faculty member is primarily appointed and is on the payroll.
- 2.3. *Home School* – shall mean the School which the Home Department is housed.
- 2.4. *Secondary Department*- shall mean the academic department that the faculty member is jointly appointed due to his/her set of skills and/or major contributions in terms of time, effort, and programmatic needs.
- 2.5. *Secondary School* – shall mean the School which the Secondary Department is housed.
- 2.6. *Joint Appointment* – shall mean the appointment of a faculty member to more than one department within the Morgan State University Schools. Joint appointments may be made across departments within a School or across departments in different Schools.
- 2.7. *Dry Joint Appointment* - shall mean a Joint Appointment in which the faculty member often makes instructional and/or scholarly contribution to a department or departments other than their own without any salary obligation to the faculty member on the part of the Secondary Department(s).

## **3. Scope of Policy**

This policy addresses only Dry Joint appointments. Other forms of Joint Appointments are not currently provisioned through this policy.

## **4. Policy Statement on Dry Joint Appointments**

A Dry Joint Appointment acknowledges a faculty member's active participation in a Secondary Department's instructional and research activities. The title carries certain responsibilities and bestows certain privileges as outlined below. Joint Appointments may be made across departments within a School or across departments in different Schools. Up to two Dry Joint Appointments are permissible.

#### **4.1. Appointment**

The Chair of the Secondary Department in consultation with the Chair of the Home Department, will make a recommendation to the Deans of the Home and Secondary Schools for the Dry Joint Appointment of the faculty member. Without approval of the Dean of the Home School, Joint Appointments cannot be conferred under any circumstances. Deans Jointly will make a recommendation to the Provost/ Senior Vice President for Academic Affairs (SVPAA) for the Joint Appointment to be conferred to the faculty member. The Deans' recommendation to the Provost/SVPAA must clearly state the terms of appointment. If the recommendation for Dry Joint Appointment includes any adjustment to the teaching load of the faculty, appropriate forms provided by the Office of Academic Affairs must be completed and submitted along with the recommendation.

The Provost/SVPAA will render a decision and will notify the faculty member and the Chairs and Deans of the Home and Secondary Departments and Schools in writing.

#### **4.2. Term**

A Dry Joint Appointment for a tenured faculty member may be made without limit of time or for a term of years. For faculty with term appointments (i.e. tenure-track, research faculty, and other term limit ranks as listed in the Morgan State University Policy on Appointment, Promotion, and Tenure) the Joint appointment is made for the duration of the current appointment.

If the Primary appointment terminates for any reason, all Dry Joint Appointments terminate at the same time.

#### **4.3. Terms of Agreement**

Specific responsibilities assigned, and any resource allocations enacted with a Dry Joint Appointment must be agreed upon by the Chairs and Deans of the Home and Secondary Departments and Schools and the faculty member at the time of appointment. The responsibilities of a faculty member holding a Dry Joint Appointment may include some combination of the following: teaching on a team-taught course or regular basis (broadly defined to include advising, mentoring and curriculum development); collaborative research and publication with departmental colleagues; supervision of thesis and dissertation research; service as chair of thesis and dissertation committees; service on departmental committees; participation in faculty meetings and retreats; and other duties as determined at the time of appointment.

It is expected that a minimum threshold of responsibilities to be set by the Chairs and Deans of the Home and Secondary Departments and Schools for the conferral of the Dry Joint Appointment and that this will be applied equitably.

#### **4.4. Privileges**

Specific rights and privileges bestowed upon a Dry Joint Appointment will be set by the Chair of the Secondary Department. However, common privileges will be a combination of inclusion in departmental mailing lists, use of departmental letterhead, inclusion in printed or web based departmental faculty lists, access to departmental instrumentation, reasonable use of secretarial assistance and office supplies, office space (if available), participation in departmental faculty meetings, and departmental committees with the right to vote.

#### **4.5. Promotions, Tenure, Performance Review, Appointments, and Reappointments**

The Home Department is the administrative home of the faculty member with Dry Joint Appointment and takes responsibility for performance review, and recommendation of the faculty for promotion, tenure, other appointments, reappointments and any other administrative considerations. Interdepartmental procedures may be established for each Joint Appointment to ensure that the faculty member's contributions in the Secondary Department are represented adequately in the review and recommendation reports. In the absence of such procedures, the Chair of the Secondary Department may submit letters of support and evidence of contribution upon the faculty member's request.