Joint/Transfer Appointments - UWB

Processes

1. Faculty member requests of a different unit consideration for joint status or for transfer of appointment or the different unit requests faculty member to consider such change in status.

2. Faculty member indicates preference for which unit will have primary status in a joint appointment or if it is being proposed to shift the entire primary appointment.

3. Faculty member informs the director(s) of their present unit or units of this request. The director(s) will acknowledge receiving this information.

4. Faculty member prepares appointment materials as required by the unit in which the new appointment is being requested.

5. The candidate’s requested new unit, which may be secondary or primary, votes on recommendation for faculty appointment and determines if voting rights are to be conferred.

6. Director of the primary unit conveys appropriate appointment materials to VCAA.

7. Formal appointment letter written to record distribution of effort and assignments.

Promotion, Tenure, and Merit Review

1. Primary unit will take responsibility for convening, overseeing, and processing materials for merit, promotion, and tenure review.

2. Review committees can be constructed as a single committee including faculty members from both the primary and secondary units, with membership formed through consultation between heads of both units.

3. Annual reviews will be conducted through collaborations between primary and secondary units; for merit considerations, heads of personnel committees from each unit will confer and make recommendation to Program Directors; Directors from each Program will confer on final recommendation.

Budget Guidelines

Joint appointments can be budgeted in two ways:

1. Budget is divided to reflect proportions of appointment, or budget rests in primary unit, with secondary unit reflected as a WOS (Without Salary) appointment.

2. Funding related to sabbaticals, buy-outs, or teaching replacement for faculty members holding joint appointments:

   a. "Funding follows teaching": in other words, funding distribution is related only to replacement of course responsibilities that will not be met due to leave, research, or administrative or other re-assignment.
3. Directors of units will discuss resource needs with Vice Chancellor for Academic Affairs.

4. Prior to hiring for new appointments:
   a. Heads of both units will confer to appoint a joint search committee
   b. At time of hire and after discussion with the candidate, the VCAA will designate primary and secondary units, with lead being taken by Director of primary unit; at this time, specific delineations will be made for:
      i. Teaching assignments
      ii. Service on committees
      iii. Research expectations
      iv. Mentoring of the candidate