Special Instructions for Joint Appointments—Reappointment and Promotion of Tenured, Tenure-Track, and Regular Rank, Non-Tenure Track Faculty

Joint faculty appointments carry unique responsibilities in making and managing the appointment—particularly for tenure-track faculty. General guidelines for joint appointments can be found in the Faculty Handbook, Chapter 2, pp. 2-3. Joint appointments may be between two departments within the same school, between two schools, or between a department/school and a university institute.

Briefly, the following additional items are required for the reappointment and promotion process and dossier files for faculty with joint appointments.

Tenure-track dossiers:

- Reappointment review committee composed of faculty members from the partnering departments, or department and institute. If an institute is involved, the director is consulted as to which faculty are selected for the committee;

- Reappointment review and vote in each of the department homes at separate meetings;

- Letter from the director of the interdisciplinary institute, if the joint appointment includes one (submitted for the department-level review when the director is not tenured, and for the dean-level review when the director is tenured and at appropriate rank—director may review dossier after the review committee is finished);

- Tenure review committee composed of a majority of members from the faculty’s selected tenure department and at least one faculty member from any other units (other departments, interdisciplinary units) in which the faculty member has held appointment, or which is relevant to the review (with the heads of those units being consulted as to which faculty are selected for the committee);

- Letters from all units (other departments, programs) indicated as relevant to the case, incorporated into the file as it is being prepared;

- Letter from the director of the interdisciplinary institute, if the joint appointment includes one (when the director is not tenured, letter is submitted for the department-level review; when the director is tenured and at appropriate rank, director may review dossier after the review committee is finished, and submits letter for the dean-level review);

- One tenure review and vote, only by the department selected by the candidate for tenure.

Non-tenure track dossiers:

- Reappointment or promotion review committee composed of faculty members from the partnering departments, or department and institute. If an institute is involved, the director is consulted as to which faculty are selected for the committee;
• Letter from the director of the interdisciplinary institute, if the joint appointment includes one (when the director is at appropriate rank, director may review dossier after the review committee is finished, and letter is submitted for the dean-level review; otherwise, letter is submitted for the department-level review).

Below are links to MOU templates for appointing units to use to outline shared responsibilities in joint faculty appointments.

MOU Template (Joint Appointment between two departments or schools)

MOU Template (Joint Appointment between a department/school and university institute)