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| Section: | II.3.24 | |
| Title: | Joint Appointments; Transfer of Unit; and Affiliate Status | |
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| Approved By: | Provost | |
| Responsible Unit: | Academic Affairs (609)771-3080; academic@tcnj.edu | |
| Related Documents: | <ul style="list-style-type: none"> • TCNJ Reappointment and Promotions Document | |
| History: | | |
| <u>Version</u> | <u>Date</u> | <u>Notes</u> |
| 2.0 | May 29, 2018 | Revised |
| 1.0 | 2005 | New Policy; Initial Release |

I. INTRODUCTION

This document outlines the principles and guidelines for various faculty appointments.

II. DEFINITIONS

N/A

III. POLICY

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 is 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:**

i. 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.

ii. 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.

iii. 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 a Ph.D.), substantial graduate coursework, or substantive experience and/or publications in 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 only be required 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 becomes more closely aligned with another program. When developing a proposal to change or modify an appointment, the guidelines outlined in sections 1 and 2 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. , 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 chair(s) of the former 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.