



College of Engineering: Guidelines for Faculty Joint Appointments

-- Approved by vote of the COE Chairs and Dean February 25, 2011 --

In recognition of the growing connections between departments, colleges and disciplines, and in recognition of the fact that joint appointments for faculty may promote interdisciplinary research, will promote a diversity of ideas, and perhaps new programs, the College of Engineering has created these guidelines for interdisciplinary faculty appointments (between departments). In order to provide clear structure for both the departments and the relevant faculty, and especially to provide clarity for the pre-tenure faculty, the following guidelines apply to interdisciplinary appointments.

The term "Faculty Joint appointment" used herein is equivalent to the defined term "joint appointment" defined in the Faculty Handbook, Section #4, <http://www.udel.edu/provost/fachb/IV-A-1b-secondary.html>

The term Faculty Joint appointment will refer to an academic appointment made to someone with a primary academic appointment in another department. This joint appointment may be split funded between departments or funding might reside entirely in the home (primary) department. In other words, if the person has a core faculty appointment, their additional faculty appointments are "joint" whether funded or unfunded.

1. All faculty joint appointments will have a primary (major, salary based) department (>50% of their workload, with the precise distribution to be negotiated by the relevant departments). All evaluations (yearly chair evaluation, peer evaluations) and promotion actions will originate in and be carried out within the primary department, with input from the minority department(s) and program(s) in agreement with the policy stated in the UD Faculty Handbook, Section #4, Workload and Evaluation: Evaluation of Faculty, <http://www.udel.edu/provost/fachb/IV-C-5-evaluation.html>

2. At the time of the creation of the faculty joint appointment a memo of understanding (MOU) will be created between the chairs of the relevant departments (or program director(s) as appropriate), signed by the chair(s) (program director(s)) and by the dean(s) of the unit(s) involved. The memo will cover the practicalities of the appointment (including but not necessarily limited to: start up funds, office/lab space, initial and anticipated workload assignments including teaching loads, service loads and buy-out/leaves policies).

3. Both the faculty of the primary (major) department and those of the secondary (minor) department(s) must approve the joint appointment by majority approval of their respective voting faculty by a formal vote. The faculty vote is in recognition of the fact that the jointly appointed faculty member will be considered a member of each of the department(s) and or program(s), including voting rights, and will have the authority to serve as chair of graduate thesis committees for students in each of the department(s) and or program(s), and may teach courses in each as well.

4. The affected chair(s) and or program director(s) will discuss the workload assignment and accomplishments of the interdisciplinary faculty member on a yearly basis. In particular the workload, as set forth in the MOU, must be such that the joint appointee's load is *not more than that of those in regular disciplinary positions*. In the event that there is disagreement between the chairs and the faculty member as to workload for the year, the dean(s) will be consulted and will arrange for arbitration.

5. All prescribed promotion and tenure actions (i.e., promotions, 2/4 year reviews) and post-tenure reviews of the interdisciplinary faculty member will originate in the primary department. The primary department P&T committee will take into consideration the interdisciplinary nature of the hire and of the workload and will invite input from the minority appointment department(s) and or program(s). This will include soliciting names of appropriate reviewers. The primary department P&T committee will also be cognizant of the different workloads, cultures and success paths within the minority department(s) and will take this into consideration at review time.

6. The jointly appointed faculty member will be assigned a mentoring committee to be comprised of mentors from each of the relevant department(s) and or program(s). The mentor(s) from minority appointment department(s) will have an important role as liaison assuring the faculty member is aware of relevant department votes and events, graduate recruiting activities, and other items of interest related to the minority department.

7. At regular intervals, including the 2/4 year peer evaluation and post-tenure review, the appropriateness and benefits of the joint appointment will be evaluated by both by the faculty member and by the minority appointment department(s) and or program(s). At this point it may be that the faculty member and the minority department(s) and or program(s) no longer view the joint appointment as appropriate or beneficial. In that case, with the formal agreement of all parties involved (and the affected college dean(s)) the interdisciplinary appointment may be terminated and the faculty member return to a standard appointment in the primary department.

All policies and procedures herein are viewed to be consistent with and are superseded by those stated in the UD Faculty Handbook.
