



# Chairs 201

Joint appointments and joint searches

Presentation mostly based on draft PROCEDURE FOR JOINT/SPLIT APPOINTMENTS BETWEEN/AMONG DEPARTMENTS AND/OR COLLEGES OR SCHOOLS distributed to all chairs and deans previously

# Definitions



## **Joint Appointment (UCR – no systemwide standard definition)**

A joint appointment is one in which the faculty member's FTE (if there is one) resides in more than one department or organizational unit. One department is designated as the primary or home department and would ordinarily be the department with the greatest percentage of the FTE, but **which is primary needs to be stipulated at the time of establishment of the appointment**. A joint appointment may be a 0% FTE without salary (WOS) appointment in one or more secondary departments. Though appointed at 0% time, the joint appointment may sometimes involve the “buying out” of a portion of time of the faculty member by the secondary department.

## **Split Appointment (UCR – no systemwide standard definition)**

A split appointment is one in which more than one title code is used (e.g. OR/IR, different professorial series etc.)

# Definitions

## **Cooperating Faculty Member – not an official UC title**

This title is an honorary one, which may be used as recognition of continuing cooperation with a department by a faculty member in another UCR department. Because an honorary title, the cooperating faculty member does not have voting privileges in the host department, and the host department does not have the responsibility or right of formal academic personnel review of the cooperating faculty member



## **Other**

And then we have even more complications involving faculty appointments plus directorships under the purview of a different organizational unit etc

# JOINT/SPLIT APPOINTMENTS OR APPOINTMENTS PLUS DIRECTORSHIPS ETC

The offer letter/letter of intent/initial complement letter to a candidate must clearly lay out expectations of the faculty member in terms of the 3 areas of evaluation. **Also, there should be phraseology allowing future redistribution (by negotiation among candidate and unit heads) to allow for changing needs etc.**

- 1) teaching in each department/organizational unit (e.g. percentages of courses/course load). **As with all initial complement letters, this should be written such as to indicate what a normal load will be if there is some initial course relief.** service in each department/organizational unit (e.g. is attendance at faculty meetings in each department expected etc) and
- 2) research (e.g. attendance at seminar series, annual retreats, expectations of research disciplinary emphasis etc) in each department/organizational unit.



These descriptions should be phrased appropriately to allow for whatever initial period with reduced expectations is allotted to a new hire. **It is crucial that the candidate be fully aware of all expectations so that they can live up to those expectations and move through the merit and promotion system as expected.**

4) a description of how the personnel file will be handled (e.g. which department will be primary- as per appointment and how input will be gathered from the other departments/organizational units)

A copy of this letter must be on file in the department, college, and the academic personnel office. The appointment letter may be substituted if equally detailed.



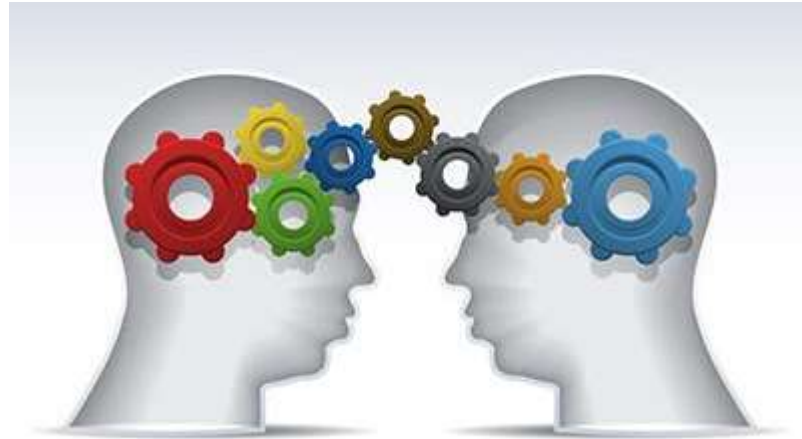
# CONSTRAINTS ON JOINT AND SPLIT APPOINTMENTS WITH THE SOM

**(4/15/13 memo from systemwide Vice Provost, Susan Carlson)**

- 1) The faculty member will be **paid 100% on an HSCP Salary Scale** and will have a **fiscal year appointment**.
- 2) The salary scale will be determined by the Academic Programmatic Unit (APU)(see Health Sciences Compensation Plan-HSCP- for definition) in which the faculty member holds the appointment.
- 3) The faculty member will be a member of the HSCP and will be subject to all benefits and responsibilities thereof.
- 4) If in a series that involves tenure, the salary ( $X$  plus  $X'$  per APU plus any hiring  $Y$  component) is guaranteed by the departments involved in the split appointment, according to the MOU between the departments developed at the time of hire, unless a new MOU has subsequently been renegotiated. i.e. the HSCP salary associated with the rank and step and the hiring  $Y$ . Any periodic additional negotiated  $Y$  (e.g. from grant funds or other income)is not guaranteed.

# MOU between Departments/ colleges/ Organizational Units

An MOU between the departments/organizational units must be written for each appointment and include



- a) the intent of the arrangement in sufficient detail that future chairs and deans and members of the academic personnel office can determine why a split or joint appointment was set up,
- b) the percentage split and how this relates to the provision of salary. i.e. the percent salary and percent appointment may be different in order to allow for the differential salaries of either academic year and fiscal year or different scales in different departments. If the two do not match, the percent appointment is what dictates the obligations of the faculty member,
- c) a determination of which department/s will process grants and receive returned overhead,

- d) an agreement about provision of office space and lab space (if applicable). For lab space, this may include issues pertaining to open labs and BSL1 versus BSL2 needs and/or exposure and need to comply with BSL2 even if the faculty member themselves does not do BSL2 work.
- e) an agreement about set up funds and the percentage supplied by each unit
- f) an agreement about how course buy-outs, sabbatical course releases for the concerned faculty member will be allocated across the split units.
- g) an agreement about the accumulation (different for 12 month versus 9 month) and use of sabbatical credits. Note that use of sabbatical credits is applied differently in different colleges/schools.
- h) an agreement about participation, obligations, and rights in regard to graduate programs and TA support for students,
- i) an agreement on what happens should the faculty member leave or request a transfer or request a change of status in regard to percent appointment, and
- j) an agreement about use of departmental resources such as staff (e.g. office, research, and teaching support), equipment, core facilities, photocopying, printer, supplies etc.

