

**TEMPLE UNIVERSITY**  
**BOARD OF TRUSTEES**  
**POLICIES AND PROCEDURES MANUAL**

**Title:** Procedure for Joint Appointments  
**Policy Number:** 02.71.12 and 02.72.15  
**Issuing Authority:** Office of the President  
**Responsible Officer:** Provost

**Date Created:** December 1, 2006  
**Date Last Amended/Reviewed:** December 1, 2006  
**Date Scheduled for Review:** December 1, 2011  
**Reviewing Office:** Senior Vice Provost for Faculty Development and Faculty Affairs

**Scope of Policy & Rationale:**

This policy establishes the terms and conditions for joint faculty appointments between centers, institutes, departments, schools, and/or campuses of Temple University.

**Definitions:**

A joint faculty appointment occurs when two or more centers, institutes, departments, schools, and/or campuses contribute to, or have a future obligation for a faculty member. In a joint appointment, a tenured or non-tenure-track faculty member has responsibilities to more than one unit. Untenured tenure-track faculty members are not eligible for joint appointments.

**Policy Statement**

In making joint appointments, a primary academic unit home where a faculty member's appointment is held, must first be established. The home academic unit will have primary responsibility over matters affecting salary, leaves, promotion, and graduate faculty membership. The faculty member will have full voting rights in his/her home academic unit. The home academic unit policies and procedures shall prevail related to matters not covered in this policy.

The centers, institutes, departments, schools and/or campuses contributing to a joint faculty member's position must decide in writing: teaching assignments, professional development and research, as well as budget and indirect cost allocations for each unit.

The determination of voting rights in the other units should be the same as those in the faculty member's primary academic unit. Specific duties of the faculty member in all

units will be determined in writing by the administrators involved with the joint appointment. The duties should reflect the faculty member's area of expertise and may include advising, teaching, committee work, research, and/or administrative duties.

Faculty members with joint appointments should hold the same rank for each of the units with which the person is affiliated. If this is not feasible, the subsequent unit rank should not be higher than the rank held in the home academic unit.

An initial joint appointment is valid for a maximum of three years and is subject to yearly review. In cases where a faculty member continues to participate in the work and activities of the academic units, a joint reappointment may be made. If a primary appointment ends, the joint appointment also ends.

The bulletins of all centers, institutes, departments, schools, and/or campuses in which the faculty member holds an appointment will list the name of the faculty member.

The administrators involved with the joint appointment will recommend joint appointments to the appropriate deans. The deans will then make a joint written recommendation to the provost, which includes plans regarding the faculty member's teaching assignments, professional development, and research as well as budget and indirect cost allocations for each unit. The provost or one of his designees will officially approve all joint appointments.

## **Notes**

### **1. Dates of official enactment and amendments:**

Adopted by the president on December 1, 2006.

### **2. History:**

### **3. Cross References/Appendix:**

None