

**Proposed Guidelines for  
Faculty Joint Appointments  
Between Two Departments  
4-8-19**

**Statement of Purpose:** To provide opportunities for faculty and departments to share faculty talent and expertise and to collaborate through formalized relations between departments within the College.

**Definitions:**

**Joint Appointment:** The appointment of faculty assigned to teaching, laboratory, and/or administrative duties in two or more departments within the College

**Home Department:** The principal academic department responsible for the faculty member holding the joint appointment. The home department has personnel, resources, and services responsibilities for the faculty member holding joint appointment. The identity of the Home Department must be clearly identified at the start of the joint appointment. The Home Department will consult with the Participating Department with respect to all matters of interest concerning the shared faculty member and their services.

**Participating Department:** The academic department to which the faculty member holds a secondary appointment. The participating department will consult with the Home Department with respect to all matters of interest concerning the shared faculty member and their services.

**Notes:**

All joint appointments will be made in accordance with the CUNY Bylaws, the PSC-CUNY collective bargaining agreement, and other relevant CUNY faculty personnel policies and practices.

**Processes:**

- 1) A full time faculty member with or without tenure or CCE, may seek a change from a single department appointment to a joint appointment in the Home and prospective Participating departments by making an application. Such an application should occur only after consultation with both departmental chairs.
- 2) The faculty member seeking joint appointment will submit the application and a faculty dossier for review by the Home and Participating Departments' Appointment Committees.
  - a) The teaching and service expectations of the two Departments will be negotiated by the faculty member and the Chairs of the two Departments, recorded in writing, and approved by the Dean(s) of the related Division(s) and/or School(s) each academic year.
  - b) This agreement may specify the percent of the joint appointee's time (e.g., 51% Home Department, 49% Participating Department) or the joint appointee's annual credit hours (e.g., 12 Home Dept. 6 Participating Department) allocated to the Home and Participating Departments.
  - c) The total expectations for teaching and service of the Home and Participating Departments shall not exceed the original expectations of the Home Department and shall comply with CUNY's and CSI's bylaws, policies, and procedures.

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- 3) Affirmative votes by the Appointments Committees of both departments, and the approval of the Dean(s) of the related Division(s) and/or School(s), shall be necessary for the application to be forwarded to the College Personnel and Budget (P&B) Committee for approval.
  - a) In situations in which a proposed joint appointment would affect a clearly defined program area within a department, the Appointments Committee should consult with the members of that program area before voting on the joint appointment.
- 4) As is the case for all personnel recommendations, final decision on the joint appointment shall rest with the President of the College.
- 5) Once the joint appointment is made, it is permanent until the faculty member or either department requests to rescind the relationship. The commitment may be rescinded by a vote of the Home or Participating Department's Appointments Committees
- 6) If joint appointment is rescinded, the faculty member and the associated faculty line will revert to the Home Department.
- 7) Faculty members holding joint appointment will be considered members of the designated Home Department for all budgetary and personnel purposes, including funding for the line, faculty rank, seniority, status, workload reporting, and eligibility for sabbaticals, and other leaves. The faculty personnel file will be housed in the Home Department and accessible to the Participating Department Chair.
  - a) The Chair of the Home Department will retain the existing duties for faculty mentoring, Chairs Reports, Annual Reviews, and presentations at P&B.
  - b) The Chair of the Participating Department may provide supplemental mentoring and provide feedback verbally and/or in writing to the Home Department Chair on the performance of the Joint Appointee. Written comments provided by the Participating Department's Chair can be discussed during the annual evaluation meeting with the joint appointee and then included in the annual evaluation report.
  - c) Joint Appointees will have voting rights and be able to serve as Chair in his/her Home Department.
  - d) Joint Appointees will be able, but not required, to participate in meetings in the Participating Department. However they will not be able to vote or serve as Chair in the Participating Department.
  - e) Joint Appointees will be listed in the catalog and on appropriate websites as joint members of the Home and Participating Departments

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- f) Workload assignments will reflect the shared expertise of the joint appointee and the needs of the Home and Participating Departments. Generally, the majority of the workload will be assigned within the Home Department with work in the Participating Department based on need and agreed upon commitments.
  
- 8) In the event of conflicts or disputes, resolution should be sought through discussion, negotiation, and consultation involving the faculty member and the Chairs of the Home and Participating Departments. These efforts will not infringe on the faculty member's rights to file a grievance in accordance with the PSC CUNY collective bargaining agreement
  - a) Joint Appointee initiated concerns:
    - i) Joint appointee will describe the concerns in writing and submit to the Home and Participating Department Chairs and identify what the preferred resolution might be.
    - ii) Chairs will meet to review the concern(s) in light of the original commitment agreement
    - iii) Consensus of both Chairs will establish the resolution. The decision options may include maintain or amend the original agreement; support or refute the Joint Appointee's suggested resolution; and/or offer other suggestions for resolution. The Chairs' decision will be final.
  
  - b) Chair initiated concerns:
    - i) Chairs will meet to discuss the concern in light of the original commitment agreement
    - ii) Chairs may meet with Joint Appointee as needed
    - iii) Decision options may include maintain or amend the original agreement; establish a mutual understanding of the concerns with plan to resolve current concern(s); or establish a mutually agreeable change or compromise that is consistent with the commitment agreement.
    - iv) If unresolved by the Home and Participating Departments, the Chairs may engage appropriate Dean(s) for consultation.
  
- 9) A Joint Appointee may still change his/her home department as stipulated in current faculty policies. A Joint Appointee may choose to make a Participating Department his/her new Home Department, and make the current Home Department his/her Participating Department, provided that the switch is approved by the Appointments Committees of both departments and the Dean(s) of the related division(s) and/or school(s).
  
- 10) A Joint Appointment must be to a department. Given the current bylaws, it is not possible for a faculty member to be appointed to an interdisciplinary program.
  
- 11) If a search focuses on a line that is designed to have a joint appointment, then the search committee will include members from the intended Home and Participating Departments.
  - a) In these situations, the intended Home Department's Dean will be empowered to make the final selection.

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**Responsibilities:**

<b>Home Department Responsibilities</b>	<b>Participating Department Responsibilities</b>	<b>Faculty Member Responsibilities</b>
<p><b>Primary Personnel Responsibilities:</b> Prepare teaching schedule/Assignments/Report and Monitor Workload (with consultation of Participating Department)</p> <p>Committee assignments will be reviewed by the Chairs of both departments</p> <p>Ensure all peer observations and student evaluations are completed in a timely manner and in accordance with the PSC/CUNY collective bargaining agreement Peer observations will be alternated as appropriate beginning with the Home Department Student Evaluations will be done each semester for courses taught</p> <p>The Chair of the Home Department may obtain input from the Chair and appropriate committees of the Participating Department regarding actions such as: Initial Appointment and Reappointments Tenure and Promotion Termination/Non-reappointments Emeritus Status</p>	<p><b>Secondary Personnel Responsibilities:</b> Home and Participating Department Chairs will consult regarding workload/assignments.</p> <p>As stated in Home Department responsibilities</p> <p>Peer observations will be done in alternate semesters with the Home Department as appropriate and filed in the faculty personnel file in the Home Department</p> <p>Student Evaluations will be done each semester for courses taught</p> <p>The Chair of the Participating Department in consultation with the Appointments Committee will provide written comments to the Appointments Committee of the Home Department in time to be considered for personnel actions.</p>	<p><b>The Joint Appointee will:</b> Regard the home department as his/her principal place of academic and professional activity, and fulfill the roles of faculty in the areas of Teaching, Scholarship, and Service</p> <p>Be a participant in academic committees with the usual voting and other privileges</p> <p>Fulfill the faculty expectations as set forth in the CUNY Bylaws and PSC Contract related to evaluation of faculty (Annual Chair Evaluation, Peer Observations, and Student Evaluations).</p> <p>The Joint Appointee will keep the Chairs of the Home and Participating Departments updated on teaching, scholarship, and service activities. The faculty member will maintain and update the faculty file kept in the Home Department.</p>

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<p><b>Primary Resource Responsibilities:</b></p> <p><b>Benefits</b></p> <p><b>Travel</b> The joint appointee will be included in departmental travel funds within the Home Department.</p> <p><b>Reassigned time</b> Reassigned time will be negotiated by the Chairs of the two departments.</p> <p><b>Leaves</b> The Chair in consultation with the Appointments Committee of the Home Department is responsible for recommending sabbaticals, leaves etc. Input from the Participating Department will be a part of this process.</p> <p><b>Grants</b> Grant applications linking the Home and Participating Departments will be reviewed by both departmental chairs prior to submission. A written agreement outlining the relevant percentages expected of each department will be prepared. When grant content is primarily within the Home Department but with Participating Department impact, it will be discussed with the Chairs of both departments prior to submission.</p> <p><b>Awards</b> Awards are recognition of the faculty member's actual or potential accomplishments and are in the faculty member's realm. When financial award is designated for items coming to the department, the primary focus of the award will be</p>	<p><b>Secondary Resource Responsibilities:</b></p> <p><b>Benefits</b></p> <p><b>Travel</b> If there is an occasion outside the general usage of faculty travel related to the business of the Participating Department, the Participating Department will reimburse the faculty member from departmental funds.</p> <p><b>Reassigned time</b> As stated in the Home Department Responsibilities.</p> <p><b>Leaves</b> Input from the Participating Department will be provided to the Home Department Chair as needed.</p> <p><b>Grants</b> Grant applications linking the Home and Participating Departments will be reviewed by both departmental Chairs as described in Home Department Responsibilities. When grant content is primarily within the Participating Department but with Home Department impact, it will be discussed prior to submission.</p> <p><b>Awards</b> As stated in the Home Department Responsibilities</p>	<p><b>The Joint Appointee will:</b></p> <p><b>Benefits</b></p> <p><b>Travel</b> Submit travel pre-authorization and reimbursement documents to the appropriate department.</p> <p><b>Reassigned time</b> Negotiate with the Chairs of both departments.</p> <p><b>Leaves</b> Consult with the Chairs of both departments as needed.</p> <p><b>Grants</b> Discuss grant application plans prior to submission with both Chairs as needed. Negotiate regarding resource usage, incoming funding, and ensure any relevant written agreement reflects the grant submission.</p> <p><b>Awards</b> In the event of monetary award that is intended to be used for departmental equipment, laboratories, or resources, discuss and negotiate with either or both departmental Chairs as needed.</p>
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<p>considered. Negotiation between the faculty member and the departmental chairs will determine the appropriate department to receive the funds. In a listing of departmental accomplishments, awards that are primarily Home Department content will be listed with the Home Department, for those with linked content/impact both departments will list with a notation regarding the dual listing.</p>		
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<p><b>Primary Services Responsibilities:</b></p> <p><b>Space (Office/Laboratory)</b> The Home Department is responsible for providing office space for the joint appointee along with any departmentally negotiated or funded laboratory space.</p> <p><b>Administrative/Clerical Support</b> Provides all the privileges connected with faculty status including computer access and support services to conduct teaching and research.</p> <p>Home Department is responsible for maintaining personnel files/preparing and collecting all forms/all procedures related to a faculty members appointment (e.g.: Multiple positions, travia, phased retirement, etc.)</p>	<p><b>Secondary Services Responsibilities:</b></p> <p><b>Space (Office/Laboratory)</b> The Participating Department will provide any departmentally negotiated or funded laboratory space based on initial agreement.</p> <p><b>Administrative/Clerical Support</b> The Participating Department will make every effort to ensure similar privileges such as but not limited to computing and duplicating needs.</p>	<p><b>The Joint Appointee will:</b></p> <p><b>Space (Office/Laboratory)</b> Occupy one office space in the Home Department</p> <p><b>Administrative/Clerical Support</b> Uses services as available and needed in both departments.</p>
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