

<b>SUBJECT</b>	<b>WSU School of Medicine Joint and Secondary Faculty Appointments</b>
<b>DESCRIPTION</b>	Policy and procedure relating to the joint and secondary faculty appointments to faculty in the SOM
<b>EFFECTIVE</b>	November 27, 2012
<b>REVISED</b>	June 10, 2013; April 1, 2015; December 7, 2016

*[For the purposes of this document, “department” includes departments, centers and institutes.]*

Faculty members who participate in the activities of a department other than where their primary appointment is held may receive either a Joint or a Secondary Appointment. The choice will be based upon the extent of the faculty member's participation and compensation in each department. The department(s) will determine the appropriate option, in consultation with the Vice Dean for Faculty Affairs and with approval of the Dean.

The faculty member may be given a joint appointment shared between more than one department or a secondary appointment in the secondary department(s). Multiple secondary appointments are permitted, if appropriate.

It is ordinarily the responsibility of the appointing (primary) department to coordinate the necessary paperwork and documents for either a joint or secondary appointment.

## **I. JOINT APPOINTMENTS**

A joint appointment may be offered to a new or current faculty member who will participate on an ongoing basis in both departments' activities at a level significant enough to justify compensation and satisfy the Promotion ( $\pm$  Tenure) requirements of both departments. A joint appointment entails the same general responsibilities as the other members of each department, and allows the faculty member voting privileges in both departments.

### A. Appointment Guidelines

1. A joint appointee's salary is usually derived from one or both departments in a proportion determined by the department chairs.
2. A joint appointment requires a letter of offer where the appropriate duties and responsibilities for the faculty member within each department are clearly defined. If the salary is shared equally, the primary department must be defined at the time of the appointment. If salary is shared in unequal proportions, the department with the greatest allotment is the primary department.
3. Faculty who hold joint appointments in more than one academic departments are subject to joint selective salary review and promotion and/or tenure procedures in all departments, as outlined in the current WSU/AAUP-AFT bargaining agreement (Articles XXII.B.5, XXII.F.1-4 and XXIII.E.1-4).
4. A joint appointee must hold the same rank in each department.
5. Tenure can only be granted in one academic department. Tenure cannot be granted in a center or institute or “split” between departments.

6. When the need for an appointment in both departments is determined in advance, postings advertisements, letters of announcement and composition of search committees should include representation of both departments.
7. The candidate selected for an open position may precipitate the need for a joint appointment. In these instances, the chairs' letter(s) of recommendation to the dean should identify why the position was not initiated as a joint recruitment, and how both departments will benefit from a joint appointment and share responsibilities and costs.
8. All other recruitment and appointment guidelines, policies and procedures apply to a joint recruitment effort.
9. Both department chair(s)/director must sign all appointment documentation.

#### B. Process and Required Documents for requesting a Joint Appointment

1. PASS form
2. Appointment Summary form
3. Letter of Offer, signed by both Chairs/Director
4. Chair letter of recommendation (signed by all department Chair(s) or Director)
5. SOM C.V. (current, signed and dated). Format to be determined by the primary department when joint appointment is in the SOM and another university, school or college.
6. Other documentation as for all appointments (see Academic Appointment Checklist).

## **II. SECONDARY APPOINTMENTS**

A secondary appointment is recommended for a faculty member who holds a primary appointment (payroll or FTA) in one department and also participates in the activities of another department at a level that is not equivalent to primary members of that department. This appointment gives the faculty member recognition in both departments. The faculty member does not ordinarily receive voting privileges in the secondary department, although this may be allowed at the discretion of the secondary department. Multiple secondary appointments are allowed as appropriate.

If a secondary appointment is considered for a faculty being newly hired, the relevant information may be included in the Letter of Offer, with both chairs signing the letter. If a secondary appointment is to be granted after the individual is already a WSU faculty member, a letter to the Dean, written specifically for this purpose, requesting and justifying the secondary appointment, and signed by all chairs/directors, should be sent to the Office of Faculty Affairs.

#### A. Process and Required Documents for requesting a Secondary Appointment

1. Brief letter addressed to the Dean outlining the expected participation in the activities of secondary department and contributions to be rendered by the faculty member. Dean's signature line should be included.
2. Both the chair of the secondary department and the chair of the faculty member's primary department sign the letter, which is then forwarded to the School of Medicine Office of Faculty Affairs.
3. At the time of the initial secondary appointment, the mutual expectations of the faculty member and the secondary department must be clearly outlined in writing, in the letter to the Dean. While there are no limitations or guidelines as to what those expectations should be (they may be as modest or intense as the department and the faculty member agree upon), this is important for future evaluations and promotion purposes.

4. A copy of the letter is sent to the faculty member and each chair to acknowledge the approval of his/her secondary appointment. A copy is placed into the School of Medicine personnel file.
5. The faculty member should list the secondary appointment on his/her CV. The faculty member's title should be stated as "[Assistant/Associate] Professor of [Primary Department] and [Secondary Department]."
6. Faculty with secondary appointments (and therefore, by definition, receiving no compensation from the secondary department), do not participate in the annual Selective Salary Review in the secondary department. They are, however, encouraged to participate in the review in the primary and secondary departments. This is intended to optimize the faculty member's participation in the activities of the secondary department to the benefit of both the faculty member and the department. There are no financial considerations in this process, and no scores are provided. The performance assessment should be based on the agreed upon role(s) within the secondary department. These roles may be modified at any time by agreement between the department and faculty member.
7. When the faculty member is being considered for promotion in the primary department, the chair of the secondary department may review the candidate's dossier (as prepared by the primary department).
8. Faculty members with secondary appointments do not vote on promotion-related issues in the secondary department.

**B. Required Documents for requesting a Secondary Appointment**

1. Chair letter of recommendation (signed by all Department Chairs/Director)
2. C.V. – current, signed and dated