

**WILLIAM & MARY
MODIFICATION OF THE FACULTY HANDBOOK**

WHEREAS, the William & Mary Faculty Assembly has undertaken to review the “Joint Appointments Policy” and recommends including the revised policy in the *Faculty Handbook*;

WHEREAS, this revised policy removes the distinction between different types of joint appointments and more clearly spells out the conditions related to appointment procedures, memoranda of understanding governing the appointments, and expectations, evaluation, and allocation of resources; and

WHEREAS, the proposed changes and the inclusion of this revised policy in the *Faculty Handbook* were approved by both the Personnel Policy Committee and the Faculty Assembly;

THEREFORE, BE IT RESOLVED, That the proposed changes of the revised “Policy on Joint Appointments” is made, effective immediately, as per the attached document.

**Clean version attached, redline sent as a pre-read*

III.B.2.

c. JOINT APPOINTMENTS

Faculty members may hold appointments in more than one unit of the university, e.g., when they are significantly engaged in teaching, scholarship, and/or governance in more than one unit.

i. Characteristics of Joint Appointments

Joint appointments are possible between any units within William & Mary, or between William & Mary and other external institutions. An individual with a joint appointment will hold a position in a primary unit, designated the home unit, with a joint appointment (generally at the same rank) in a secondary unit, designated the host unit. Faculty members holding joint appointments will have full rights and privileges of the home department or School except as otherwise agreed in the memorandum of understanding. A tenured or tenure-eligible faculty member's home unit is the department or School of the faculty member's tenure line.

ii. Appointment Procedures

The home unit for any tenured or tenure-eligible joint appointment must be either a School or department of the university.

A joint appointment may be a new or replacement position that is conceived as a joint appointment before a search commences. If the home and host units of the position are designated prior to the search, then the basic terms of the appointment, including the home and host units, are negotiated and clearly articulated as part of the position description. Search and appointment processes are governed by policies and procedures in the home unit with the host unit represented on the search committee according to the terms agreed upon during negotiation for the position.

If either the home or host unit are not designated at the time of the search, the search will be conducted by the unit authorized to search according to that unit's policies and procedures, with appropriate modifications as approved by the dean(s). Once finalists are selected and possible home or host units identified, the basic terms of the joint appointment will be negotiated and clearly articulated before any on-campus interviews are conducted. Candidates recommended for appointment must be acceptable to both units.

Joint appointments may also be initiated for current TTE and NTE faculty members. These appointments may be initiated by the home or host units to meet program needs or by individual faculty members to accommodate their teaching and research interests. The basic terms of the appointment, including the home and host units, are negotiated and clearly articulated as part of a memorandum of understanding. Both the home and host units must agree to the joint appointment.

iii. Specific Considerations for Joint Appointments

For each joint appointment, a memorandum of understanding shall stipulate expectations for the faculty member in the areas of teaching, scholarship and service; procedures for faculty evaluation; and agreements regarding the allocation of resources. This memorandum of understanding shall be signed by the faculty member and relevant department chair(s), program director(s), and dean(s). Agreements naturally change over time. To protect all interested parties, the memorandum of understanding should indicate a default timeframe (e.g., every three years) for regular review of the memorandum's expectations. If any of the conditions of appointment are renegotiated, a revised memorandum of understanding shall record the changes and signatures of the individual and appropriate administrators of the home and host units. Specifically, each memorandum of understanding shall address the items in III.B.2.c.3.a, III.B.2.c.3.b, and III.B.2.c.3.c.

(A) Expectations for Faculty

(1) Teaching

Teaching assignments for individuals with joint appointments shall be clearly articulated at the time of appointment and renegotiated by home and host units as appropriate.

(2) Scholarship

Expectations with respect to allocation of effort among scholarly domains shall be articulated clearly at the time of appointment and renegotiated as appropriate.

(3) Governance

The memorandum of understanding shall clarify the governance responsibilities of faculty holding joint appointments with respect to their rights and obligations within the home and host units. Chairs, program directors, and deans shall be especially cautious when defining governance expectations for pre-tenured faculty holding joint appointments.

(B) Faculty Evaluation Procedures

Faculty holding joint appointments shall be evaluated in a collaborative manner. The memorandum of understanding at the time of appointment must specify the method(s) that will be used to solicit input from the host unit for annual merit evaluations and for tenure, promotion, and post-tenure reviews. The home unit is then responsible in each review for actively seeking input from the host unit and submitting it with the report. For all evaluations, the weighting of performance criteria shall be consistent with the specific expectations articulated in the memorandum of understanding for the individual's joint appointment.

(C) Allocation of Resources

(1) Office Space and Operating Support

The nature and extent of teaching, scholarship, and service expectations shall determine the need for office space, computers, telephones, and other support in the home and host units. The provision of resources by the home and host units shall be stipulated at the time of appointment and renegotiated as appropriate.

(2) Student-Generated FTE Accrual

For courses taught by faculty holding joint appointments, the credit hours generated by student enrollments shall accrue to the departments or schools listing the courses unless otherwise agreed.

(3) Funded Projects

When faculty holding joint appointments seek external funding for their projects, the appropriate administrators of both the home and host units shall sign the proposals unless otherwise agreed. The allocation of overhead recoveries shall be agreed upon in advance of proposal submission.

(Approved by the Faculty Assembly 29 October 1998; amended XXXX)

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Associated change to p. 19 of the Faculty Handbook:

B. APPOINTMENT CATEGORIES AND CONTRACTS AND NOTICES

All appointments incorporate, and are subject to, the policies of the Board of Visitors.
All appointments require approval of the Board of Visitors.

1. Faculty Position Categories.

Although differences in mission and organization among the several faculties of the university necessitate variations in procedures, the university recognizes the fundamental principle that both faculty members and administrative officers should participate in the recruitment and appointment of faculty. All tenure eligible and tenured appointments must be made in either a department or School; however, faculty members may hold one or more joint appointments with another program, department, or School (see III.B.2.c, Joint Appointments).