

Towson University Procedures For Joint Appointments

A. Preamble

The purpose of joint appointments is to foster and facilitate interdisciplinary, multi-disciplinary, and cross-disciplinary teaching and scholarship. As a comprehensive metropolitan university, TU will increasingly be offering academic programs which are interdisciplinary or which benefit from the interpenetrating of multiple academic disciplines.

To participate in a joint appointment, an interdisciplinary program must constitute its advisory committee as a steering committee, which serves as a promotion, tenure/reappointment, and merit committee, or forms a separate promotion, tenure/reappointment and merit committee from among the faculty who teach in the program.

The promotion, tenure/reappointment and merit committee of an interdisciplinary program must follow all University rules for such committees, including applicable provisions of the Towson University Policy on Appointment, Rank and Tenure of Faculty (“ART Policy”); formulate its documents and procedures according to the rules of the ART Policy and the University Promotion, Tenure/Reappointment and Merit Committee; and be constituted as a promotion, tenure/reappointment and merit committee within the structure of one of the colleges. The Honors College is eligible to be considered an interdisciplinary program, if it wishes to form a promotion, tenure/reappointment, and merit Committee.

Joint appointments should be common between a department and an interdisciplinary program. It will be less common for a joint appointment to be made between two interdisciplinary programs or for joint appointments to be made involving more than two entities (e.g., one department and two different interdisciplinary programs).

B. Initiation

1. A request for a joint appointment may be initiated by:
 - a. One or both departments;
 - b. Department and an interdisciplinary program;
 - c. The administration (i.e., provost, deans).
2. After initiation of the request, a committee, composed of the chairpersons of the two departments (or chairperson of a department and director of an interdisciplinary program) and two or three members of each entity (department/programs), shall be formed. The committee membership shall be chosen by the individual department/program by whatever means the entities

wish. This committee shall function as the search and hiring committee in the case of a new faculty position and as the reappointment committee for faculty already at Towson.

C. Approval

1. Joint appointments require approval by both of the departments (or department and program), and dean(s) of the college(s) in which each department/program is located, and the provost.
2. Faculty members on joint appointment will receive a detailed letter of appointment with the approval of both of the chairpersons and/or program coordinators, the dean(s), and the provost. This letter of appointment will specify:
 - a. The designation of home and host department/program;
 - b. The approximate teaching load distribution between the two departments (department and program) and the range of courses the faculty member will be expected to teach;
 - c. The faculty member's rights and responsibilities in each of the two departments (department and program);
 - d. As many potential areas of questions, uncertainty, and conflict as possible, including office location, the source of travel money, utilization of general University resources, and approval procedures for sabbatical leaves and assigned time grants.

D. Implementation

1. One department or program shall be designated the home department/program and the other shall be designated the host department/program. All reappointment, tenure, promotion and merit recommendations shall be made by the home department/program after consideration of written input from the host department/program. A faculty may change home departments after consultation with and approval of their home and host department chairs, the dean(s) of the colleges involved and the provost.
2. A faculty member with joint appointments shall be a voting member on matters of governance and/or promotion, tenure and merit in their home department and on governance matters in their host department or program. By invitation of their host departments, faculty may also serve on their host departments promotion/tenure/merit committees.

A faculty member shall have the right to serve as a representative of either department/program on appropriate college and university governance bodies and

shall be a full (1.0 vote) member of any governance body to which he/she is elected or appointed, provided that the faculty member shall not simultaneously hold the same office on behalf of both units (e.g., the faculty member may not serve on two different college councils simultaneously).

Because the right to serve on behalf of two different units may lead to pressure to undertake more service, the chairperson(s) and the dean(s) should protect the faculty member's right to refuse to serve on more governance bodies than is appropriate.

3. The proportion of teaching load in the home and host departments/programs may vary as needed. However, at least 25% of the teaching load each semester must be in the home department/program. Furthermore, over any two-year period, at least 25% of the total teaching load must be in the host department/program. Exceptions to this policy are permitted with the approval of the department chairpersons.
4. Based on the teaching load distribution, the responsibilities to the home and host departments/programs will vary. These responsibilities shall be stipulated in the letter of appointment and the Statement of Standards and Expectations for New Tenure-Track Faculty (the SENTF form in Appendix 3 to the Towson University Policy on Appointment, Rank and Tenure of Faculty), but as the load distribution changes the responsibilities may be modified by written mutual agreement of the departments/programs and the faculty member.
5. The faculty member on joint appointment will work with the chair/director of both departments/programs in preparing and agreeing upon the annual workload form, but the home department will be the department of record.

E. Basic Requirements for Joint Appointment

1. Both departments (or department and program) must establish need and have the position approved by the dean(s) and the provost.
2. The individual being considered for joint appointment must have the terminal degree in the discipline of the home department and the qualifications deemed necessary for appointment in the host department. In the case of joint appointment between a department and an interdisciplinary program, the terminal degree may be either the home or host discipline, but the individual must have qualifications deemed necessary for appointment in both entities.
3. The individual must be judged capable of teaching a range of upper- and lower-division courses in both departments (or department and program).
4. The individual appointed shall be subject to all applicable University rules, requirements, and expectations.

F. Abrogating a Joint Appointment

The elimination of one of the departments or programs shall automatically abrogate the joint appointment. The faculty member shall then hold single appointment in the remaining department or program.

Only a faculty member can request that a joint appointment be abrogated and that the faculty member's appointment be confined to only one department/program. Should the faculty member make such a request, abrogation of the joint appointment requires approval by the chairperson(s)/coordinator(s) of the departments/programs, by the dean(s), and by the provost.

All personnel matters not specifically addressed in this document or in the letter of agreement shall be handled through the home department/program.