

REVISED, APRIL 28, 2002

Guidelines for Joint Appointments
(Adapted from CUNY Guidelines for Joint appointments
involving two colleges, April 1994)

Revised by Elena M. Martinez on April 28, 2002, after meeting with Myrna Chase, David Dannenbring, John Dugan, Gayana Jurkevich, Barbara Lawrence, and Dennis Slavin.

I. Basic Terms for Joint Appointment

A. Joint appointments involve two academic departments. The “home department” is Modern Languages and Comparative Literature and the “participating department” is Black and Hispanic Studies.

1. The home department is the principal department unit responsible for the faculty member holding the joint appointment. The Executive Committee of the home department is responsible for recommending all personnel actions related to the joint appointment, and the Chair will make the recommendations to the Personnel and Budget Committee regarding reappointment and tenure decisions.
2. The “participating department” is defined as the secondary unit participating in making and funding the appointment and sharing the faculty resource.
3. Throughout the period of the joint appointment, the home department will consult fully with the participating department.

B. Faculty members holding a joint appointment will be considered members of the designated home departments for all purposes, including faculty rank, seniority, status, workload reporting, and eligibility for sabbaticals, and other leaves, etc. Joint faculty members will be listed as joint members of the home and participating departments.

C. 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.

II. Commitment to the Joint Appointment

A. After making the joint appointment, both the home and the participating departments should periodically review and reaffirm their joint commitments.

B. Particular attention should be paid to making recommendations for the reappointments of non-tenured faculty who hold the joint appointment.

III. Searches and Affirmative Action

A. Search Committee: The search for joint appointments will be conducted by the Executive Committee of the home department with one or two tenured faculty members from the participating department, preferably the Chair of the participating department and a senior professor.

1. The Chair of the home department will make recommendations to the Personnel and Budget Committee of the home department's School.
2. University affirmative action procedures will be followed carefully in conducting the search for the joint appointee.
3. For statistical purposes, the person holding the joint appointment will be counted in the home department.

IV. Responsibilities of the Home Department

A. The home department will be fully responsible for compliance with University policies and procedures in the recommendations for the initial appointment.

1. This responsibility includes observations and evaluations of the faculty member. All observations and evaluations shall be in accordance with the PSC-CUNY collective bargaining unit agreement.
2. Teaching observations shall be conducted by both the home and the participating departments. The departments will alternate the class observation schedule. The departments will schedule the observation of the new joint appointee beginning with the home department. The observations will be conducted according to the PSC-CUNY collective bargaining agreement.
3. The chair of the home department will be responsible for preparing annual evaluations and all recommendations to the Personnel and Budget Committee.
4. To ensure input from the participating department, the chair of that department, in consultation with the Executive Committee, shall send written comments to the chair of the home department.

5. The chair of the participating department shall have access to the personnel and administrative files maintained in the home department to which the participating department shall contribute.

B. In making an offer of a joint appointment, the home department must inform the candidate of these policies relating to his/her appointment, especially the rights and responsibilities, and should give a copy of these guidelines to each person to whom a joint appointment is offered.

C. The prospective faculty member should understand that the home department is responsible for all matters related to her/his employment, including the resolution of possible conflicts that may occur in relation to the participating department.

V. Teaching Assignments and Tenure Decision

A. The joint appointee's teaching workload shall be distributed by both departments. His/her workload shall be in compliance with the University faculty workload. The two departments will alternate the workload. Chairs of both departments shall ensure that the joint appointee workload is well-balanced. Suggested workload distribution is as follows: 12 hours in the home department, and 9 hours in the participating department. Chairs of both departments will discuss workload assignments to ensure that the arrangement fulfills the needs of both departments. Workload reports shall be submitted by the home department.

B. In the event that Released time should be granted, it should be allocated equally between the two departments. Release from a course in one department will be alternated with release in the other department.

C. Tenure decision: The tenure decision shall be made by the home department (Modern Languages and Comparative Literature). Voting for the tenure decision shall be made by the home department in accordance with the department's bylaws. All tenured faculty members of the home department will vote on the joint appointee's tenure decision. The participating department will have input into the reappointment, tenure, and promotion decision. This input shall be provided in the form of a written report submitted by the chair of the participating department, after consultation with the Executive Committee of that department, to the chair of the home department.

D. The faculty member holding a joint appointment will regard the home department as his/her principal place of academic and professional activity.

E. Any difficulties over the provisions of services at the home department will be resolved by the department's chairperson. Any difficulties over the provisions of services at the

participating department will be resolved by the chairperson of the participating department.

VI. Responsibilities and Service to the College and the University

A. In addition to his/her teaching responsibilities the joint appointee shall participate on academic committees. S/he may serve on committees in the home as well as the participating department. The chairs of the two departments may assign responsibilities appropriate for untenured faculty members. The joint appointee may serve on Curriculum Committees. During his/her untenured years, s/he must not serve on the Executive Committee of both departments simultaneously. All committee assignments and non-teaching responsibilities shall be reviewed by the dean of the School.

B. Once s/he is granted tenure, s/he will have the voting rights of other tenured faculty members. S/he shall vote on tenure decisions of members of the home department.

C. Office Space

1. The home department is responsible for providing the faculty member with appropriate office space and support necessary to conduct research. Should the office space be unavailable in the home department and available in the participating department, the office shall be given in the participating department.

D. Access to Support Services

1. At the home department, the faculty member will enjoy all privileges connected with faculty status, including access to computers and other support service to conduct his/her teaching and research.

2. The participating department shall make every effort to ensure that similar privileges are extended, especially with regard to duplicating and computing.

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