

## Requirements for Faculty Joint Appointments

### I. Introduction

The University of Texas Rio Grande Valley (UTRGV) is committed to educating students for careers and lifelong learning, for discovery of new knowledge and solutions to challenges in a diverse number of disciplines, and for transmitting knowledge to serve the cultural, civic, and economic advancement of the region, the state, and the country. Joint appointments within UTRGV and across UT System institutions create the opportunity for faculty to move across disciplinary boundaries in order to engage in intellectual, scientific, and artistic endeavors that are innovative, advanced scientific discoveries, and enhance the learning milieu for student success.

Joint appointments occur when two or more UTRGV Schools/Departments, Colleges, or UT System institutions jointly appoint individuals to faculty positions (e.g., Lecturer, Assistant Professor, Associate Professor, or Professor), while ensuring the total joint appointment for any one faculty member does not exceed 100% FTE. A joint appointment may be established at any stage of the faculty member's employment.

Collaboration among School Directors/Department Chairs, Deans, and Executive Vice Presidents is vitally important for faculty with joint appointments to grow and thrive as academic scholars, researchers, and teachers. The following requirements were created to provide clarity and direction related to joint appointments whereby a faculty member serves in more than one academic unit, center or institution.

### II. Requirements

The agreement for a joint appointment shall be entered into by each School/Department/College/Institution and the appointee; the total percent of the combined joint appointment will not exceed 1 FTE. Hence, the benefits and responsibilities of such positions are not to exceed a full-time equivalent position.

- A. The agreement will include a Memorandum of Understanding (MOU), negotiated with each appointee, detailing: the faculty member's roles and responsibilities; institutional allocation of research revenues such as indirect costs; how salary costs are shared; terms for course reductions; service expectations for each of the corresponding units; and the timing and process for faculty evaluations and reviews in accordance with the UTRGV Handbook of Operating Procedures (HOP).
- B. All joint appointments will require the appointee to have a designated tenure/tenure-track home in one Institution, College or School/Department. This unit will serve as the administrative home and will be responsible for personnel issues, annual performance evaluations, promotions, and other employment

issues. Generally, the administrative home will be the School/Department, College or Institution with the highest percent, which should be at least 55%, of the joint appointment.

- C. Expectations should be identified and discussed with each unit and the appointee. Clear and detailed expectations should form the basis for an annual work plan for the faculty member, which will be the foundation for annual faculty evaluations, post-tenure reviews, as well as for tenure and promotion for tenure-track appointees.
- D. Schools/Departments/Colleges/Institutions should work collaboratively to ensure that faculty members with joint appointments have access to resources, such as mentoring, space, equipment, travel funds, and access to graduate students comparable to faculty who hold an appointment in a single area. Deans and Directors/Chairs of each unit should arrange for effective mentoring from the beginning of the appointment to assist in supporting a successful academic career for the faculty member. Mentors, Directors/Chairs, and Deans should also assist the faculty member's integration into the academic community through activities such as an orientation to resources at each institution; facilitating their role in scholarly activities; and ensuring their involvement in School/Department, College, and University operations as appropriate.
- E. It is important that Deans and Directors/Chairs communicate with the appointee, as well as with faculty and/or other members of the corresponding academic units on the nature of the joint appointment, including the extent of participation in School/Department and College meetings, committees as assigned and other service responsibilities.
- F. Voting rights for faculty members with joint appointments will be decided by the home and the partnering Schools/Departments/Colleges. It is important that these units do not burden the faculty member (especially junior faculty) with excessive administrative duties and other service assignments.
- G. The School/Department/College/Institution where the faculty tenure resides will apply their approved evaluation criteria to review the faculty member during annual evaluations, post-tenure review, and/or for promotion or tenure, as applicable. Integral to the annual evaluation, post-tenure review, and tenure and promotion process, evaluation of the joint faculty member must include input/feedback from the partnering unit or institution based on their evaluation of the faculty member in teaching, research, scholarship or creative activities, as well as professional service, which pertain to the partnering School/Department or College. All recommendations for merit pay increases will progress through the usual pathways of the home unit, incorporating input from the partnering School/Department/College/Institution, with the President of the home institution as the final decision-making authority. Funding for merit for split-funded positions will also be split between the partnering units.

- H. Concerns by the faculty member regarding their appointment should be addressed at the School/Department level and, if unresolved, progress to the Dean of the home unit for resolution. It is the responsibility of the Dean to ensure that clear and adequate information regarding concerns and resolution of concerns is clearly communicated to the partnering units and the faculty member, following the stipulations in the institution's Handbook of Operating Procedures.
- I. It is recognized that new opportunities, changes in faculty interest, faculty performance, or other issues with the joint appointment may require review, renegotiation or discontinuation of the original joint appointment. If possible, faculty members with joint appointments will have the option of retreating to a 100% appointment at the home or the partnering School/Department, College, or institution. If retreat is not a possibility, the Dean of the home unit is responsible for ensuring that the faculty member is made fully aware of the existing options. Further, a short-term plan must be put in place to ensure a smooth transition with minimum disruption to the initiatives, projects, and teaching, that were the responsibility of the faculty member with the joint appointment.
- J. Exceptions and expectations related to the guidelines described above will be outlined in a separate MOU developed by the units where the joint appointment will occur, and agreed to by the appropriate Deans, and/or Executive Vice Presidents. A model MOU for joint appointments has been developed by the Office of the Executive Vice President and Provost, which can be modified according to the specific conditions and agreements regarding a joint faculty appointment in a particular School/Department, College, or Institution.

#### **Dates Reviewed and Revised**

Revised: June 26, 2019

Reviewed: November 10, 2021