

Faculty Joint Appointment Policy

Valparaiso University

Purpose

The purpose of this policy is to establish a framework for joint academic appointments that provides clear guidelines for responsibilities, rights, and expectations for faculty members appointed across multiple colleges, schools, departments, or other academic units.

Policy Statement

Joint appointments are intended to foster interdisciplinary collaboration among faculty and students in order to enhance the academic mission of Valparaiso University. This policy outlines the procedures for establishing, managing, and terminating joint appointments.

Definition of a Joint Appointment

A joint appointment is defined as a faculty appointment where at least 24 Work Load Credits (WLCs) are assigned to a primary unit and at least 12 Work Load Credits are assigned to a secondary unit over the course of four semesters. In rare instances, a tertiary unit may be assigned up to 8 Work Load Credits over the course of four semesters. An academic unit is defined as a department, school, or college.

Agreement on Joint Appointment Strategy

- Joint appointments must be determined and approved in writing by the Provost's Office and the dean(s) of the college(s) housing the primary and secondary appointments. Before a joint appointment is approved, the Provost's Office and relevant dean(s) must develop and approve a written plan that addresses the following:
 - a. The distribution of Work Load Credits including Teaching Load Credits and Administrative Load Credits
 - b. Compensation agreement between the joint appointment entities
 - c. Funding agreements for professional development
 - d. Office location(s) and spaces for scholarship and creative works
 - e. Language addressing indirect cost sharing, possible start-up funds, and other revenue and expenses.
 - f. The review of faculty performance including tenure and promotion

Faculty Responsibilities

- Faculty members with joint appointments are expected to actively engage in teaching in both units.
 - The primary unit is responsible for conducting faculty evaluations and overseeing tenure and promotion reviews, though with support and input from the secondary unit. The faculty member represents the primary unit in faculty governance. The primary unit may request that a Special Review Committee be assigned to oversee

third-year reviews, tenure and promotion processes, and promotion processes. This request should be stated at the time of hire or the time of entering into the joint appointment agreement in order to ensure the faculty member understands the process clearly at the start of the joint appointment.

- One unit will be designated as the secondary unit, responsible for assigning all Work Load Credits related to the secondary unit. Student credit hours, revenue, and expenses associated with these Work Load Credits accrue to the secondary unit. The secondary unit should provide feedback to the primary unit, such as copies of peer teaching evaluations, commentary on scholarly work conducted in the secondary unit, and departmental service related to the secondary unit. The secondary unit should have representation on any tenure and/or promotion committees. This representation should be roughly in proportion to the Work Load Credits assigned to the secondary unit.
- If a faculty member is assigned to a tertiary unit, the responsibilities applied to the secondary unit apply to the tertiary unit, though in proportion to the responsibilities assigned to the tertiary unit.

Special Review Committee

- If approved at the time of joint appointment, a special review committee of 4-6 tenured faculty members may be formed to oversee the third-year review, tenure and promotion, or promotion processes. Such an agreement should be stipulated at the time of entering into the joint appointment agreement.
- The Special Review Committee will ensure proportional representation from the primary and secondary units and may also include faculty from related disciplines.

Faculty Rights and Privileges

- University-level rights and privileges (e.g., voting for Faculty Senate representatives, committee service, etc.) will be granted within the primary unit.
- Unit-level rights and privileges will be determined in writing at the time of accepting a joint appointment. The faculty member must have rights and privileges in the primary unit. The faculty member may have rights and privileges in the secondary unit.

Termination of Joint Appointment

- A joint appointment may be terminated at the request of the dean of the primary unit, in consultation with the Executive Vice President and Provost.
- Upon termination of the Joint Appointment Agreement, the faculty member will revert to a sole appointment in the primary unit.
- Tenure resides in the primary unit for any joint appointment.

Administration of Policy

- The Office of the Provost shall maintain records of all Joint appointments.
- The policy shall be reviewed every five years by the Academic Leadership Council and may be amended as necessary to ensure its effectiveness and alignment with the university's mission.

Approved by: Academic Leadership Council

Date: 26 March 2025