

LOYOLA UNIVERSITY CHICAGO
Joint Appointments Terms

Approved by Council of Deans: April 20, 2010

- (1) **Title:** Joint Faculty Appointment (between two departments, two schools, or within departments/programs of one school). Except where noted, this document describes “unequal” joint appointments, as described in the first paragraph of the Faculty Handbook 4-A-2 and 4-B-3.
- (2) **Primary Department:** The Home Cognate Department or School.
- (3) **Secondary Unit:** School, Department or Program outside of Home Department.
- (4) **Default Teaching Requirement:** Where teaching is expected in both academic units, at least one course shall be taught in support of the major or graduate program in the Secondary Unit during each year. Beyond that minimum, the number of courses can escalate with the agreement of the relevant School Dean(s). Course scheduling coordination will be done at the level of the Program Director for interdisciplinary programs and the Department Chair (or Associate Dean).
- (5) **Annual Evaluations:** These will be coordinated by the Primary Department but there must be participation by the Secondary Unit. Specifically, the leader of the Secondary Unit shall conduct an evaluation and shall provide to the Home Department Chair and/or Dean a recommendation, based on that evaluation, to be included in the faculty member’s annual evaluation in the Primary Department. The weight given to this evaluation, as regards teaching and service duties, shall be proportional to the faculty member’s participation in the Secondary Unit during the academic year covered by the annual evaluation.
- (6) **Eligible Faculty:** As indicated in the Faculty Handbook, participants in Joint Appointments, as described here, may come from the ranks of (1) tenured faculty, (2) untenured tenure-track faculty, or (3) non-tenure-track faculty.
- (7) **Rank and Tenure:** In the case of participants who are untenured tenure-track faculty or faculty seeking promotion to the next rank, the Rank and Tenure Committee of the particular individual’s Primary department should include a senior tenured faculty member of rank from the Secondary Unit, who will participate in the Rank and Tenure Committee evaluating that candidate within the Primary department.
- (8) **Documentation:** In the case of each Jointly Appointed Faculty Member, a written document detailing duties and responsibilities, including reporting lines and teaching requirements, will be developed by the faculty member and the leaders of the two units. This document will be binding if and when approved by the Provost. Should there be a case where the Joint Appointment is envisioned as involving full, permanent participation in both units, as described in the second paragraph of the Faculty Handbook 4-A-2, the detailed letter of appointment and/or annual contract mentioned there, will be prepared. In all cases, these documents will provide a date for a mandatory review of status.
- (9) **Allocation of Resources:** If necessary, the appropriate Dean(s) will provide instructional replacement funds to the Primary Department at the part-time rate for each course that *cannot* be cross-listed in both the Secondary Unit and the Primary Department.