



## Joint and Secondary Joint Appointment Policies & Procedures

### Rationale

Education and research require the availability of highly competent individuals with specialized skills who share their competence in more than a single area. Therefore, the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities. Appointments of faculty members in more than one department, school, center, institute, or college are encouraged as a way to further this objective. Joint and secondary joint appointments are designed specifically to facilitate these activities. They may involve appointments across two or more academic units, or an academic unit and a center, institute or faculty cluster. In this document, the term “unit” will be used to refer to any or all of these entities.

### Definitions

**Joint Appointment:** A paid appointment of a faculty member to a second university unit (host unit) when the person will be regularly participating in the teaching, research, or graduate supervision responsibilities of more than one university unit. The salary of a joint appointment is shared by the host and home unit. The proportion of the salary to be shared depends upon the individual circumstance and is determined and approved by the home and proposed host unit.

**Secondary Joint Appointment:** An unpaid appointment of a faculty member to a second university unit (host unit) when that person will be regularly participating in the teaching, research, or graduate supervision responsibilities of more than one university unit. Payment of the appointee's salary is not shared.

### Joint and Secondary Joint Appointees Who Will Teach

All joint and secondary joint appointees who will be the instructors of record for lectures, laboratories, independent studies, internships, clinicals, or any other credit-bearing experience must comply with the university's faculty teaching qualifications guidelines. If appointees serve as instructors of record in the host unit, that unit must submit an electronic teaching certification form via the Faculty Qualifications Management System (FQMS) in PeopleSoft if one is not already on file for the faculty member's teaching assignment in the host unit. All teaching assignments are subject to UCF faculty teaching qualification guidelines (<http://apq.ucf.edu/fq/fqteaching/>).

### Policies Related to Joint and Secondary Joint Appointments

- Joint and secondary joint appointees hold tenure (as applicable) only in their primary home department/unit unless otherwise addressed by the home and host units.
- Annual evaluations will be the sole responsibility of the home unit for secondary joint appointments. Input from the secondary unit is strongly encouraged. Joint appointments, where salary cost is shared, need to be evaluated annually by both the home and host units.
- Joint and secondary joint appointments are made for the duration of the appointees' appointment in their home unit, unless otherwise noted on the appointment form. All appointments shall be subject to review on a schedule determined by the host unit or college/area, at which time continuation of the appointment shall be considered. Typically, such appointments will be reviewed in conjunction with, but no later than, the applicable academic program or institute and center review. A joint or secondary joint appointment can be rescinded by request of the home unit or the host unit with the consent of the provost or designee.
- Duties, responsibilities, and privileges shall be agreed to by the home unit, the host unit, and the appointee and outlined in the letter of appointment.
- Joint and secondary joint appointments should be based upon the substantial contributions such an appointment would recognize and support. Sufficient detail must be provided in the appointment application file to substantiate the importance of the appointment in facilitating collaborations between the home and host units.

## Procedures for Requesting a Joint or Secondary Joint Appointment

1. The host unit (the unit receiving the services of the appointee) should prepare an appointment application file, which includes the following:
  - Completed Joint or Secondary Joint Appointment Approval Form with signatures reflecting appointment endorsements from the home unit chair or director, home unit dean or area vice president, and other stakeholders as appropriate (see item #3 below).
  - An electronic teaching certification via FQMS (if the appointee will be an instructor of record and teaching certification is not already on file).
  - Letter of appointment from the host unit **addressed to the appointee**, which includes the following:
    - a. the designation of the current home unit and the proposed host unit;
    - b. an overview of the faculty member's contributions to the host unit to date, if applicable (e.g., courses taught, student research supervised, students employed on grants, collaborations with host unit faculty members);
    - c. a description of how the proposed appointment is expected to benefit the units involved;
    - d. an overview of the appointee's expected contributions to the proposed host unit (e.g., courses expected to teach, lectures or seminars expected to deliver, curriculum development, collaborations in progress or anticipated);
    - e. if teaching in the host unit, the appointee's expected distribution of teaching responsibilities between the host and home units;
    - f. an overview of the appointee's rights and responsibilities in the host unit;
    - g. the length of the appointment and cycle for review (typically in conjunction with, but no later than, the applicable academic program or institute and center review).
  - Curriculum vitae.
2. The appointment application file is initially forwarded to the primary home unit for appropriate reviews and approvals. Applications for faculty appointees who receive all or a portion of their salary from a center or institute should receive approval from the applicable center or institute director and vice president for Research and dean of the College of Graduate Studies. Applications for faculty appointees who hold tenured or tenure earning status in an academic unit should receive approval from the applicable unit head and college dean, regardless of whether or not the academic department pays any portion of the faculty member's salary. The host unit is responsible for routing the application file for all required signatures.
3. Once all preliminary approvals are obtained, the home unit will submit an ePAF attaching the appointment application file as a pdf document. Personnel Administration will review for completeness and submit for final review by the provost or designee. If the provost or designee approves the appointment, a new faculty employment agreement will be generated and sent to the home unit for signature, and the ePAF will be approved.
4. If the provost or designee denies the appointment or needs additional information, Personnel Administration will contact the appropriate offices accordingly, and may recycle the ePAF, as needed.
5. The home unit will inform the host unit of the appointment's status (approved or denied) once notified of the provost's or designee's decision.
6. The home unit will obtain the faculty member's signature on the employment agreement and submit to HR, consistent with current practices.



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## Joint and Secondary Joint Appointment Approval Form

Name of Appointee: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Faculty Job Title for Joint/Secondary Joint Appointment: \_\_\_\_\_

Current UCF Unit Affiliation (Home Unit): \_\_\_\_\_

Proposed Additional UCF Unit (Host Unit): \_\_\_\_\_

Expiration Date of Appointment (if applicable): \_\_/\_\_/20\_\_

Name of Requestor/Supervisor (Host Unit): \_\_\_\_\_ Requestor/Supervisor's Employee ID: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_

Appointment Type (check one):  Joint (salary shared)  Secondary Joint (salary not shared)

Will the appointee be an instructor of record for credit-bearing courses?  Yes  No

*If yes, please submit an electronic teaching certification in the Faculty Qualifications Management System (FQMS)*

Is graduate education participation expected in the host unit?  Yes  No

*If yes, mark the appropriate box below:*

Currently Graduate Faculty or Graduate Faculty Scholar

[Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars form](#) submitted to the College of Graduate Studies

Is the appointee currently in-unit:  Yes  No

Percentage of effort (FTE) distribution for each unit: (For Joint Appointment, a funding or home department may be provided for the host unit. For Secondary Joint Appointment, a home department should be provided.)

Primary Home Unit: Department: \_\_\_\_\_ Percentage/FTE: \_\_\_\_\_

Host Unit: Department: \_\_\_\_\_ Percentage/FTE: \_\_\_\_\_

Host Unit: Department: \_\_\_\_\_ Percentage/FTE: \_\_\_\_\_

### Approvals

Host Dept./Unit: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair or director) Print Name Signature

Host College/Area: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean or VP) Print Name Signature

Home Dept./Unit: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair or director) Print Name Signature

Home College/Area: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean or VP) Print Name Signature

Other Dept./Unit if appropriate: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair or director) Print Name Signature

Other College/Area if appropriate: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean or VP) Print Name Signature