

CLAS policy on faculty assignment reports for faculty holding joint or shared appointments

- I. Joint Appointments with budgetary split between two units. Faculty assignment reports are to be generated by a faculty member's home academic department, defined as the department or unit where the faculty member holds or accrues tenure status. This is normally the unit that does the time and effort report, and so it is the logical place where the assignment report is generated. The assignment report should be signed by the chair, and then co-signed by center or program director as appropriate.

In some cases a department and center may want to produce two separate faculty assignment forms. Because different units produce these documents at different times, this is not recommended. But if the department and the unit do want to do this, a memo of understanding must be written that outlines the timing and procedure for generating two assignments and sent to the Associate Dean for Faculty Affairs of the College.
- II. Shared appointments with budgetary line in one unit. The unit where the faculty is tenured creates the assignment in consultation with the director / chair of the other unit and includes any teaching and research that is done in another unit. There is no need for a co-signature on the assignment form.
- III. End of semester review of assignment. All assignment forms are to be reviewed at the end of each semester and any changes between assignments and what was done that semester should be noted. If there are no changes, then the forms stand as they were produced.
- IV. Yearly evaluation letters. Only one yearly evaluation letter needs to be submitted for faculty holding joint appointments or shared appointments. The letter is written by the faculty member's supervisor in the tenure accruing department. The letter may include an addendum written by the center or other department chair or director or merely co-signed by that person.
- V. Tenure application letters from chairs or supervisors. The chair of the tenure accruing department writes the letter of transmittal for a faculty member. The chair or director of the other unit may write a separate letter of support, and if so, that letter is considered one of the "internal" letters of evaluation. In some cases a center director or other department chair may wish to co-write or co-sign the letter from the tenure accruing department chair in lieu of writing a separate letter

Resources: Joint Share-Hire Guidelines:

http://www.clas.ufl.edu/dean/memos/200602_jointsharehire.pdf

Faculty assignment guidelines:

<http://www.clas.ufl.edu/dean/memos/archivememos/20011201.pdf>