

COLLEGE OF LIBERAL ARTS AND SCIENCES
UNIVERSITY OF FLORIDA
SHARED & JOINT FACULTY APPOINTMENT GUIDELINES
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These guidelines are to clarify the responsibilities and expectations for joint and shared appointments between College of Liberal Arts and Sciences (CLAS) units for recruiting and employing an entry-level assistant professor. They can also be used, with appropriate modifications, for more senior appointments. The college encourages all units to negotiate their agreements for joint and/or shared hires and set them down in writing as early as possible in the recruiting and hiring process. All aspects of shared and joint appointments are, of course, subject to applicable University of Florida and CLAS rules and regulations, and to current collective bargaining agreements.

I. RECRUITING

Both the initiating unit and the partnering unit should have full and equal participation in the recruitment process. In those cases where a unit initiates an open-discipline partnership, the partnering unit should enter the process as soon as is practicable. Depending on the nature of the search, partnership units could enter the process at the point where search committees have identified potential candidates or later, at the point where candidates have been identified for a short list.

- The search committee should include at least one representative from the partner unit who does not hold a faculty position in the hiring unit.
- The partner unit representative should participate as a full and equal member throughout the entire recruitment process and with the opportunity to participate in all interviews.
- Both units should determine ahead of time how to divide support for expenses associated with the search, including attendance at national recruiting meetings as part of the interview process, if necessary.
- Both units should solicit participation from their units in recruiting activities for those candidates who are invited to visit campus during the final stages of screening.
- In the case of searches for candidates with joint terminal degrees, as a professional courtesy and to promote collaboration, the initiating unit should notify units in the related disciplines about the search. The initiating unit also may consult with related, relevant unit(s) to fully evaluate the applicants' qualifications.
- Approval of the candidate(s) ultimately selected to receive an offer for the shared appointment is required of both units. If the units do not reach an agreement about extending an offer, the shared position would remain vacant with the possibility of beginning a new search the following year pending availability of funds.
- Once the units have jointly identified a candidate to recommend for the shared or joint appointment, the relevant director, chair, or appointments/search committee would jointly submit their recommendation to the Dean of the College of Liberal Arts and Science for final approval.

If the position will be held jointly with a unit in a different college, the approval of that college's dean would also be required.

- After the appointment has been approved, the Letter of Offer of Appointment should be co-written by relevant chair and/or director to reflect the position's joint responsibilities, and percentage of effort generally expected for each unit.

II. POSITION FUNDING

A. Recruiting Costs

- Advertising: Both units need to work with the dean in advance to ensure recruiting costs are covered.
- Travel: Representatives from both units should be involved in any travel for recruiting (such as travel to a professional organization meeting) and the units should work together to apportion costs for this travel.
- Candidate Visits: Each unit should contribute an amount, proportional to the proposed appointment, to the cost of candidate visits to campus for a pre-determined number of candidates up to a maximum of declared amount for each.
- Costs: Each unit should contribute a percentage of the costs for advertising, travel, and visits proportionate to the percentage of the joint appointment.

B. Start-Up Costs

- Each unit should contribute a proportionate percentage of a reasonable start-up cost package with the specific amount to be negotiated between the relevant director and/or chair, and dean. If the joint or shared hire is with a department outside of CLAS, the approval of both deans would also be required.

C. Compensation

- The units should each contribute a percentage of the compensation (salary and fringe rate) for the shared position according to the percentage allocation of the appointment. Summer funding for faculty in units that employ 9 or 10-month contracts for their tenure-accruing faculty would not be included in the percentage contribution.
- If the line is vacated in the future, decisions over reallocation of the line should be decided by the dean of CLAS in consultation with the relevant director and/or chair.
- The salary and fringe budget should be divided between the units according to the percentage allocation of the position, and any merit monies would likewise be apportioned according to the percentage allocation. If the faculty member goes on a research leave for which they receive outside compensation, both units would split any negotiated salary return according to the percentage allocation of the position.

D. Compensation Support Renewal

Issues relating to position renewal are governed by relevant current Human Relations guidelines, UF rules and regulations, and collective bargaining agreements.

In the specific case where salary funds are paid from grants or other non-state sources, the following additional issues should be taken into consideration. In those cases, renewal of support should be considered in the year that the faculty member goes up for tenure and periodically after tenure. If an individual goes up for tenure early (and does not subsequently withdraw from consideration), the funding renewal decision would be made in the year the faculty member applies for tenure. Non-renewal of funding would only occur if the hiring unit, through its annual and periodic comprehensive evaluations, determines that the faculty member has not met the units' performance expectations or if the partnering unit has not fulfilled its commitments to the hiring unit. In the event of non-renewal, the hiring unit should provide 12 months written notice of the plan to discontinue financial support for the position. In the case of funding non-renewal for an untenured faculty member, the relevant partnering unit has the option to retain (and promote) the faculty member, but would then pay full compensation. In the case of funding non-renewal for a tenured faculty member, the college would be responsible for covering the full amount of the faculty member's compensation.

F. Office Space and Infrastructure Support

The units must agree in advance which one will provide office space and appropriate OE support for the faculty member. Space must be approved by the Associate Dean in CLAS responsible for the allocation of office space.

III. MENTORING

Both units should provide mentors in accordance with their policies. Mentors should not simultaneously hold appointments in both units.

- Any parts of a written mentoring process (letters, reports, etc.) will go to both units. Written materials will be kept in the faculty members' personnel file and used in assessments of progress toward tenure or post-tenure rank increases.
- If unit procedures allow mentors at annual performance meetings, both mentors should participate in the annual meetings between the relevant chair and/or director to discuss the faculty member's fulfillment of responsibilities to each unit, and overall progress toward promotion and/or tenure. The faculty member may participate in this or a related annual meeting, which will provide the opportunity for the faculty member and the chair and/or director to engage in annual goal setting to help the faculty member to identify and stay focused on her or his primary responsibilities.

IV. RESPONSIBILITIES AND ANNUAL ASSIGNMENT

A. Research

Faculty in shared positions are expected to (1) establish national prominence as outstanding scholars based on their research contributions to their respective fields and (2) work to attract external research support by competing for internal and external grants, contracts and other external sources of support.

The tenuring unit should give due weight to interdisciplinary research activities in the faculty member's performance reviews, according weight to interdisciplinary research that is published in high-quality journals that may fall outside of traditional, discipline-specific publications while maintaining expectations for high-quality interdisciplinary research that employs the reasoning and research methods of the faculty member's discipline(s) and makes significant contributions to knowledge. Joint evaluations by the units will be critical to a comprehensive evaluation of the quality of the faculty member's overall research record and the quality of the journals and presses publishing her or his research.

B. Teaching

The units should negotiate teaching assignments such that the requirements of each are addressed, and the faculty teaching load is consonant with other faculty in the units. Effective teaching would be evaluated by both units according to appropriate guidelines and practices.

C. Service

Units should coordinate their assignment of committee and other service-oriented tasks to jointly appointed faculty to avoid undue burden on the faculty member and to avoid assigning significant service requirements that would impede the faculty member's ability to meet her or his obligations to both the center and the department, especially prior to tenure. Both units may wish to spell out the types of service expected of each, such as participation in strategic planning, program development, conferences and other events, as well as future recruiting efforts.

D. Semester Assignment and Employment Documents

Units should negotiate and clearly represent the faculty member's semester assignment according to the percentage FTE distribution in each unit. See "CLAS Policy on Faculty Assignment Reports for Faculty Holding Joint or Shared Appointments,"

http://www.clas.ufl.edu/dean/memos/200510_facultyassign.pdf

E. Governance

Faculty members should have voting rights equal to those normally granted to tenure-accruing faculty (of the same academic rank) within both units. Faculty responsibilities and privileges in governance should be equal to those of other tenure-stream faculty in the same unit.

V. Annual Evaluations

A. Faculty Member Self-Assessment

- The faculty member will provide to both units a copy of their annual activity report.
- The faculty member could also be asked to provide a separate brief statement describing all activities pursued (research, teaching, and service) that are relevant to interdisciplinary activities. This could inform the discussion between the two units regarding the faculty member's annual evaluation.

B. Center and Department Evaluations

- Units should work together to create an evaluative process that gives full recognition to the research, teaching, and service performed for both units. Evaluation reports should take advantage of any annual written assessments prepared by the faculty member's mentors, the faculty member's annual activities reports, and all relevant additional information. For joint

appointments, both the director and/or chair should either prepare and sign a joint annual letter of evaluation, or prepare separate letters that speak to contributions to each unit. The annual evaluation also should include suggestions for additional activities and efforts that will enhance the faculty member's professional development and contributions to both units.

- Both units should have copies of any evaluations and supporting materials for their files.
- Both the director and/or chair should participate in meetings with the faculty to discuss annual evaluations; these need not be done at the same time.

C. Department/College Evaluation

- The tenuring unit should be responsible for forwarding any required evaluative materials to the dean's office.

VI. Tenure and/or Promotion Processes

The tenuring unit should have a way to include regular feedback from the partnering unit about the faculty member's performance in fulfilling her or his responsibilities. The tenuring unit should provide a mechanism in their evaluative processes for recognizing faculty's scholarly contributions to interdisciplinary research, teaching, and service.

Both units should make clear what the expectations are for promotion and/or tenure. Those expectations should speak to research, teaching, and service at the national and international levels, and to the ways interdisciplinary work will be evaluated in relation to disciplinary standards. See CLAS guidelines on tenure and promotion, <http://www.clas.ufl.edu/faculty/tenure.html>.

VII. Monitoring

When new chairs and/or directors take over, it would be useful to reaffirm the terms of any agreements regarding shared or joint appointments between the units.