

## GUIDELINES FOR CROSS-APPOINTMENTS FOR FACULTY WITHIN THE STEINHARDT SCHOOL OF EDUCATION

### I. Introduction

The Steinhardt School of Education strives for preeminence in advancing knowledge, creativity, and innovation at the critical crossroads of human learning, development, and well-being. The School must prepare professionals who are able to work across the boundaries of their professions. Interdisciplinary work should be fostered at The Steinhardt School of Education through formal joint appointments.

The operative principle in promulgating these guidelines is that assurance that individuals appointed to these positions are evaluated and rewarded fairly and in relationship to their overall contributions to the University and their profession, which may be broader than is apparent from the perspective of an individual department or program. This is especially true for tenure-track appointees.

### II. Definitions

The University has approved categories for appointments between schools. Appointments across departments at The Steinhardt School of Education may be made in one of these three University approved categories: Joint, Associate and Affiliated. The following grid details the differences between these three types of appointments.

	Joint	Associated	Affiliated
1. Additional Title	Yes	Yes	No
2. Probationary time table per primary unit only	Yes	Yes	Yes
3. Voting rights for senatorial representation in primary unit	Yes	Yes	Yes
4. Participation in governance of both units	Yes	No	No
5. Listing in both/all units' catalogs	Yes	Yes	Yes
6. Formalized arrangement regarding service	Yes	Yes	No
7. Formalized agreement on funding of salary	Yes	No	No
8. Shared promotion and tenure review of appointee	Yes	No	No
9 Shared salary decisions	Yes	No	No
10. Shared decisions on leave	Yes	No	No

### III. Guidelines and Procedures

A. Formal Agreements for Cross-Appointments: Cross-departmental appointments carry the right to teach courses and supervise students, at the undergraduate and graduate levels, in each department to which they are appointed. Faculty who are to have appointments in more than one department should be provided with explicit descriptions of their rights and responsibilities to each of the departments, in conformity with the title applied. In the case of Joint or Associated appointments, the arrangements for distribution of teaching and advising responsibilities are to be formalized and provided to the candidate in writing. Affiliated appointments may be made based upon informal agreement. Departments should agree to the terms of the appointment and get approval from the Dean. Once this agreement has been approved, the terms cannot be changed without a revised agreement being completed and approved.

B. Budget Implications: Salaries for Joint appointees are allocated to the departments and programs involved in proportion to the distribution of effort between the units. Associated and Affiliated appointments have no impact on budget.

C. Annual Merit Evaluations: Annual recommendations are to be made in the department of the primary appointment using accepted procedures. Annual merit reviews and allocation of department salary pools for Joint appointees are made in each unit, separately, and forwarded to the Dean in the normal fashion. It is expected that, even though the units act independently in this regard, they keep each other informed of the general tenor of the evaluation and level of salary increase recommended. It is required that in cases of Associated appointments, and recommended for cases of Affiliated appointments, that the Chair of the secondary unit of appointment provide to the primary department a written merit evaluation of the appointee. In cases in which there is disagreement, the matter should be brought to the attention of the Office of Faculty Affairs for resolution.

D. Annual Professional Development Reviews for Untenured Faculty: For untenured faculty with Joint appointments, the Personnel Review Committee should be an ad hoc committee that consists of eligible faculty from each unit in proportion to the commitment of the appointee to each unit. The Third Year Review for Associated appointees must also be carried out by the primary department, using its standard procedures and must include representation of the secondary unit on the review committee. The Personnel Committee in the primary department should be augmented on an ad hoc basis for this purpose. For tenure-track faculty with Affiliated appointments, the Review must be carried out by the primary department, and must include and give consideration to written evaluation from the secondary unit.

E. Tenure and Promotion: In the case of a Joint Appointment, the primary department will be responsible for the review and the composition of the Promotion and Tenure Committee in the primary department should be augmented to include members from both departments. *[Note that guidelines on joint appointments for tenure and promotion are dependent upon the completion of the promotion and tenure guidelines, and will be modified at that time]* In the case of Associated appointments, the departmental review must include a written evaluation from the secondary department explaining, among other matters thought relevant, the particular contribution of the candidate to that program's teaching and research mission and to its administration. These evaluations may be written by the department chair, but should include formal consultation with the department or program members. In the case of Affiliated Appointments, such written evaluations on the secondary appointment are recommended, though not required.

F. Written Recommendations for Personnel Reviews: The evaluations of individuals appointed to more than one unit, whether part of an annual review of all faculty or preparatory to a recommendation for reappointment, promotion or tenure, must include an explicit discussion of the special circumstances of the appointment, expectations for the candidate's multi-disciplinary activities, perspective and position, and the judgment of how well the appointee has met these expectations.

G. Cross- Appointments of New Faculty: For new faculty hires, both departments must agree upon the precise expectations of both departments (number of courses, committee work, personnel review procedures) in advance of making a formal offer. These terms must be shared with the Dean and with the candidate before the offer is extended, and must be detailed in the offer letter.