

MEMORANDUM

TO: Fort Wayne Senate

FROM: Wylie Sirk, Chair  
Faculty Affairs Committee

DATE: April 24, 2023

SUBJ: Joint Appointment Policy

The Faculty Affairs Committee approved on April 24, 2023 the attached documents regarding the Joint Appointment Policies from the School of Education and College of Science. The committee finds the attached documents requires no Senate review and this is for information only.

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Approving:  
Bin Chen  
Aranzazu Pinan-Llam  
Hui Hanke  
Mark Jordan  
Wylie Sirk

Not Approving:

Abstain:

Absent:

Non-Voting:  
Marcia Dixon

# For addition to School of Education Governance Document

## V. FACULTY AND LECTURERS

### c. JOINT FACULTY APPOINTMENTS

Joint faculty **academic** appointments to one or more departments in the SOE shall be governed by a written agreement signed by both department chairs, their respective dean(s), and the faculty member, and amendable and/or dissolvable by all parties.

That agreement should explain:

1. The majority and minority department, and percentages of appointment.
2. Which department provides office space, clerical support, professional development funds, voting privileges, Senate apportionment, award eligibility, etc.
3. Teaching responsibilities to each department.
4. Research expectations of each department.
5. Service contributions and meeting attendance for each department.
6. **SD 14-36: "The appointment letter of a faculty member to more than one academic unit shall identify that department whose tenure/promotion process shall apply to the appointee"**. Procedures for evaluation and promotion that include a role for the minority department **based on the agreement by all parties**.

## COS

### **5.0 APPORTIONMENT, ELECTION, AND REPLACEMENT OF SENATORS**

#### **General Allocation**

Of the Senate seats allocated to the College, one shall be elected from each department and the remainder shall be distributed proportionally to departments rounding down to the nearest integer according to the number of voting faculty members as defined by the College of Science. If there are two or more departments of equal size, the final selection of Senators will be determined randomly.

Per SD98-16, the Dean is an additional member of the Senate.

Names of incoming Senators shall be reported by the chair of the Strategic and Innovations Committee to the Senate Secretary by March 1.

#### **Vacancies**

If a seat is being vacated, it shall be filled by a member of the same department as the faculty member who is vacating the seat.

### **6.0 NOMINEES FOR CAMPUS PROMOTION AND TENURE COMMITTEE**

Four COS nominees for the Campus Promotion and Tenure Committee shall be elected by preferential ballot, at least two of whom shall be full professors. The ballot shall identify each candidate's academic rank. If the College has more than three Senior Lecturers, then at least one nominee shall be a Senior Lecturer. Nominees shall be faculty who have served on the Promotion and Tenure Committee at the college level.

### **7.0 JOINT FACULTY APPOINTMENTS**

Joint faculty academic appointments involving one or more departments in the College of Science shall be governed by a written agreement signed by both department chairs, their respective dean(s), and the faculty member, and amendable and/or dissolvable by all parties. Any joint appointment agreement should be consistent with applicable existing policies and should explain:

- The majority and minority department, and percentages of appointment.
- Which department provides office space, clerical support, professional development funds, voting privileges, Senate apportionment, award eligibility, etc.
- Teaching responsibilities in each department.
- Research expectations in each department.
- Service contributions and meeting attendance in each department.

- Procedures for evaluation and promotion that include a role for the minority department based on the agreement by all parties so that the joint appointment is in accord with SD 14-36 which states: “The appointment letter of a faculty member to more than one academic unit shall identify that department whose tenure/promotion process shall apply to the appointee”.

## **8.0 AMENDMENTS AND PROPOSALS**

Amendments to the Governance Document or College policies, such as promotion and tenure, shall be subject to a vote of the Faculty, as coordinated by the Strategic and Innovations Committee. A final vote will take place by a secret ballot sent to all voting faculty. Consent by two-thirds of the respondents is required.

Proposals for amendments or new policies may be requested by a petition from the Faculty if it is signed by at least twenty percent of the Faculty. Such a referendum must be directed to the chair of the Strategic and Innovations Committee who shall subject it to a vote of the Faculty in accordance with the rules stated in the previous paragraph.

The results of Faculty votes shall be transmitted to the Faculty within 7 days of the deadline to vote.

Votes of the whole faculty may take place electronically.

Approved December 3, 2020

Amended April 9, 2021

Amended April 18, 2022