

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-23

JOINT TEACHING APPOINTMENT WITHIN THE INSTITUTION

1 General Information.

- 1.1 Scope: Academic policy regarding the establishment joint teaching appointments within the University and the rights of faculty holding such an appointment.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: Approved 3/8/01 (FPC) – Revisions as of 3/14/01

2 **Policy**

- 2.1 Joint teaching appointments are possible at Marshall University if there is agreement between departments/divisions in consultation with deans and/or colleges.
- 2.2 The faculty member seeking a joint appointment will be administratively housed in a department/division in the home college as reflected in the Notice of Appointment. It is in this home unit that the faculty member has all the rights and privileges of all faculty members in the same home unit. The home unit chair/dean has ultimate authority in decisions regarding joint appointment faculty.
- 2.3 To achieve a joint appointment, the faculty member must teach a minimum of one class or the equivalent each year in the non-home unit. The faculty member may be included in activities of the non-home unit as it relates to the non-home unit assignment.
- 2.4 The faculty member is evaluated annually by the home unit with input from the non-home unit. Both units will use a single annual review as the basis for evaluation.
- 2.5 Faculty members and administrators of the home unit and of the non-home unit will draft collaboratively, before the joint appointment starts, a Memorandum of Agreement documenting the duties, expectations, duration and evaluation standard of the joint appointment.
- 2.6 Joint appointments are renewable on a year-to-year basis. Service completed under a joint appointment can be applied toward total years of service. If the parties involved want to make a joint appointment permanent, they must re-examine the feasibility of such an arrangement for the colleges involved. A long-term joint appointment would require amending the Notice of Appointment.