

Policies of the University of North Texas	Chapter 6
06.036 Joint Faculty Appointments	Academic Affairs

Policy Statement. Joint appointments provide opportunities for faculty members to have assigned responsibilities in two or more academic disciplines. University of North Texas (UNT) faculty members may hold appointments in multiple academic units within the university; and with other institutions of higher education or external organizations. Individuals employed with other institutions of higher education or external organizations may hold appointments at UNT. All joint appointments require the approval of each academic unit involved in the search, offer, execution, and evaluation of the agreement.

Application of Policy. Faculty.

Definitions.

1. **Administrative Home.** The administrative home refers to the unit taking the lead responsibility on personnel issues, central human resources, reporting, appointment, tenure and promotion, annual review, conflict resolution, and other employment-related issues. The administrative home shall be the unit with the higher appointment fraction. For a UNT faculty member with joint appointments at UNT, the percentage of appointment for the administrative home must be greater than 50% (e.g., 60% Administrative Home and 40% Secondary Unit). For a UNT faculty member with a joint appointment at another institution, the percentage appointment may be 50% at each institution.
2. **Joint Appointments.** Joint appointments designate faculty members to more than one unit.
3. **Secondary Unit.** The secondary unit is the constituency joining with a faculty member's administrative home in a collaborative manner to support the joint appointment. A faculty member may hold appointments in one or more secondary units.
4. **Unit:** An academic program, department, division, college, school, institute, center, laboratory, or related entity either within or outside UNT.

Procedures and Responsibilities.

1. **Memorandum of Understanding.** A memorandum of understanding between the administrative home and the secondary unit(s) must be developed, approved, and signed by the head of each of the units at the time of appointment and be filed in the Office of the Provost and Vice President for Academic Affairs before the joint appointments commences. See the accompanying Administrative Procedure: Joint Faculty Appointments. Memoranda of understanding between UNT and external organizations may require review by the UNT System Office of General Counsel in accordance with Regents Rules.

Responsible Party: Deans, chairs, and/or administrators from the administrative home and secondary unit(s).

2. **Rights and Responsibilities.** A UNT faculty member with joint appointments within UNT has full rights and responsibilities in the administrative home and secondary unit(s) unless limited at the time of appointment as described in the memorandum of understanding and this policy. A UNT faculty member in joint appointments at UNT and another institution of higher education or external organization has rights and responsibilities as described in the memorandum of understanding. The jointly appointed faculty member's overall effort and access to resources should be comparable, in total, to faculty members who hold appointments in only one unit. The faculty member who holds joint appointments is expected to play an active role in helping all units collaborate effectively by informing administrators of opportunities, issues, and concerns in a timely manner.

Each unit should make an effort to help the faculty member become a part of the community. Likewise, the units in which a faculty member holds joint academic appointments must share responsibility for communicating effectively and, where necessary, solving problems with the other unit(s) in which the faculty member also holds an appointment.

Responsible Party: Deans, chairs, administrators, and faculty members from the administrative home and secondary unit(s) as well as the faculty member holding the joint appointments.

3. **Terms of Appointment.** The terms of appointment should reflect the best interests of the faculty member, the unit(s), and the University as determined by the deans, the chairs, in consultation with the faculty member. The terms may be revised at any time by mutual consent of the faculty member and the participating units and with the approval of the deans, chairs, and provost.

Responsible Party: Deans, chairs, and/or administrators from the administrative home and secondary unit(s)

4. Coordination with Human Resources. Joint appointments between UNT and another state agency, and those involving nonimmigrant faculty members must be coordinated with Human Resources before the commencement of and prior to any change in the appointment.

Responsible Party: Deans, chairs, and/or administrators from the administrative home and secondary unit(s) and Human Resources

References and Cross-References.

Administrative Procedure: Joint Faculty Appointments

Approved: June 25, 2013

Effective: June 25, 2013

Revised: