

## Academic Affairs Manual (ACD)

### ACD 505–04: Transfer, Joint, and Affiliated Faculty and Academic Professional Appointments

Effective: 12/2/2003

Revised: 7/1/2012

#### Purpose

To describe the transfer between departments, joint appointments, and affiliated positions for faculty and academic professionals

#### Source

Office of the Provost of the University

#### Applicability

Faculty, academic professionals, administrators with faculty or academic professional appointments

#### Policy

Faculty or academic professionals may be transferred between academic units, appointed to more than one academic unit, center, or institute on joint appointments, and/or may serve in more than one unit on affiliated appointments.

#### Transfers between Academic Units

The head/chair/director of an academic unit wishing to employ a faculty member or academic professional from another ASU academic unit must receive permission from the head/chair/director of that unit, dean, and the provost of the university before negotiating with or recruiting the faculty member or academic professional. Approval from the provost of the university, and the dean(s) of the college(s) involved is also required before the transfer is effected.

#### Joint Appointment

A joint appointment is an appointment of a faculty member or academic professional to more than one academic unit, center, or institute. A joint appointment recognizes a long-term commitment to, and participation in, two or more academic units, centers, or institutes. A joint appointment is a formal agreement entered into by the faculty member or academic professional and academic units/centers/institutes and may be revised or discontinued.

#### Memorandum of Understanding

All joint appointments require a *Joint Appointment Memorandum of Understanding* signed by the faculty member or academic professional and the heads/chairs/ directors of the involved academic units, centers, or institutes, the deans of the colleges, and the provost of the university.

The *Joint Appointment Memorandum of Understanding* identifies the academic unit where tenure or continuing appointment (if appropriate) resides or will reside; the responsibilities of the faculty member or academic professional in each unit; the responsibility for salary increases; the term of appointment; and the process for review and renewal of

the joint appointment. All involved units shall provide recommendations in annual, probationary, tenure, and promotion reviews. (See [ACD 110](#), “Reporting Lines for Public Service and Research Centers/Institutes.”) The Memorandum of Understanding also covers governance and voting rights, research recognition, indirect costs, and the individual’s responsibilities in each academic unit, center, and/or institute, including eligibility to chair dissertation committees if otherwise qualified.

Rights and responsibilities may vary based on the faculty or academic professional rank.

In joint appointments with centers or institutes, the tenure or continuing appointment home must be in an academic unit.

### **Salary Line**

The salary line for a joint appointment may reside solely in one unit or may be shared among units, either permanently or for a specified period of time.

### **Term of Appointment**

Joint appointments may be permanent or may be made for a specified number of years and may be renewed with the concurrence of all parties.

## **Affiliated Faculty or Academic Professional Appointment**

Affiliated appointments are made to ASU faculty members and academic professionals who hold an appointment in one academic unit (the primary unit) and are invited to serve in a role in another academic unit, center, or institute (the secondary unit).

Affiliated faculty or academic professionals may have governance, voting rights, and responsibilities in the affiliated unit, including eligibility to chair dissertation committees, if otherwise qualified. At the request of a tenure-eligible affiliated faculty member or a probationary affiliated academic professional, the secondary unit may provide input for probationary, tenure/continuing appointment, and promotion reviews to the unit in which tenure/continuing appointment resides.

### **Procedures for Appointment**

An affiliated appointment requires an appointment letter signed by the faculty member or academic professional, the head(s)/chair(s)/director(s), and dean(s) of the home and affiliated units. Appointments will be made following the procedures for selection and appointment as set forth in college, academic unit, or program policies. The appointment letter must clearly articulate the rights and responsibilities within the secondary unit as well as any agreements related to evaluations for reviews. Deans of colleges shall send a copy of all appointment letters to the Office of the Provost of the University.

### **Term**

Appointments are made for a period of not more than one year and are renewable.

## **Cross-Reference**

[ACD 110](#), “Reporting Lines for Public Service and Research Centers/Institutes.”