

**MEMORANDUM**

**DATE:** May 20, 2016

**TO:** Deans  
Megan Davis, Interim Executive Director, NBOI  
Daniel Flynn, Vice President, Division of Research

**FROM:** Gary Perry, Provost and Vice President for Academic Affairs

**SUBJECT:** Guidelines for Joint Tenure-Track Faculty Appointments between an Academic Unit and a Pillar Center or Institute



In March 2015 the Florida Atlantic University Board of Trustees approved *A Strategic Plan for the Race to Excellence 2015-2025*. The framework is organized around Pillars and Platforms and evidences a commitment to help faculty move across disciplinary boundaries to undertake innovative educational, research and scholarly endeavors. This memorandum provides a set of guidelines to help colleges, the Division of Research and the Provost's Office follow procedures for the hiring of faculty into joint appointments that are clear and direct.

These guidelines are only for a joint tenure-track faculty appointment defined as employment that is offered by an academic unit and a pillar center or institute. A joint appointment here is differentiated from an assignment that is made in two units or a joint appointment between two academic colleges or two academic units.

The following guidelines will drive the recruiting and appointment of these joint faculty hires:

1. Potential Department Chairs/School Directors and the Pillar Center/Institute Director will meet, discuss and identify the areas of interests and expertise of potential joint faculty hires. After initial consensus is reached, agreement needs to be sought from the Dean and Vice President for Research.
2. Once agreement is reached, a *Request for Faculty Position Searches* form needs to be completed and submitted to the Provost through the Vice Provost for Academic Affairs. Documentation needs to include financial commitments for the position (i.e., recruitment costs, salary, benefits, summer salary, and start-up funding) from the college and the Division of Research. The Provost's approval memo will include any commitments from the Provost in each of these areas.
3. A Search Committee needs to be appointed, comprised of representatives from the academic unit (or potential academic units) where the faculty member may reside and the Pillar Center or Institute.
4. Some of the responsibilities of the Search Committee include:

- a. Finalizing a job description for the position, reflecting the potential distribution of the faculty assignment (teaching, research and service) in each unit.
  - b. Developing an advertisement for the position, assuring that FAU's credentialing policies may be met for the assignment in each unit.
  - c. Developing the recruitment process, consulting *Faculty Search and Hiring Procedures* from the Office of the Provost.
  - d. Submitting a fact-finding report to the Department Chair/School Director and Pillar Center/Institute Director on potential hires.
5. The Department Chair/School Director and the Pillar Center/Institute Director will meet with the Dean, the Vice President for Research and the Provost on the fact-finding report on potential hires. Before an offer letter is sent to the potential candidate, the following needs to be agreed upon in a Memorandum of Understanding:
- a. Tenure status and home unit
  - b. Home unit for administrative support, including designation of supervisor in Workday
  - c. Percentage of effort in each area (teaching, research, service) in each unit
  - d. Governance rights and participation in each unit
  - e. Access to resources in each unit (space, equipment, graduate students, travel funding)
  - f. Research credit to the Department/School and the Pillar Center/Institute
  - g. Participation in the indirect cost generated by the sponsored research activities by the Department/School and the Pillar Center/Institute
  - h. Participation by each unit, as appropriate, in annual assignment and activity report, annual evaluation, third year review, tenure, promotion, salary increases, and changes in the appointment (any conditions for renewal and/or termination or rescinding of the joint appointment)
  - i. Budgetary designations
  - j. Conflict resolution procedures
6. The Dean shall be the final hiring authority with input from the Pillar Center/Institute Director, and consultation with the Provost and the Vice President for Research. The letter of appointment will be extended by the Dean and will be signed jointly by the Dean and the Pillar Center/Institute Director.
7. Upon receipt of the signed letter of appointment, the Dean will assure that all hiring documents are sent to the Department Chair/School Director, Pillar Center/Institute Director and the Vice Provost for Academic Affairs. These may include the signed letter of appointment, the Faculty Tenure Timeline, CV, transcript, and NACES evaluation if appropriate.
- a. If this is a tenure upon appointment hire, then the tenure process needs to be initiated in the academic unit. The tenure upon appointment recommendations need to be transmitted to the Vice Provost for Academic Affairs.

Cc: Diane Alperin, Vice Provost, Academic Affairs

Randy Blakely, Executive Director, Brain Institute

James Galvin, Director, Health Aging Pillar

Jason Hallstrom, Director, I-SENSE