**FRM-AA2100.01B**

**WESTERN WASHINGTON UNIVERSITY**

**JOINT APPOINTMENTS**

**INTRODUCTION**

A joint appointment is one in which a faculty member has an appointment in more than one academic unit (departments, centers, institutes and programs). Such an appointment is appropriate when it best serves the university’s mission and strategic plan more than would a full appointment in one such unit

Joint appointments may be made at the time of initial hire, or when circumstances suggest that such an appointment would serve the best interests of the university; the university faculty member, and the academic units involved.

**APPOINTMENT PROCEDURE**

A joint appointment requires endorsement by each academic unit involved in the appointment, the candidate being considered for appointment, and the Provost, adhering to the following procedure:

1. Following consultation with appropriate units, a request is made to the provost by the Associate Vice President for Academic Affairs for consideration of a joint appointment in two or more academic units.

Originating Unit/College: Click here to enter text.

Participating Unit/College: Click here to enter text.

Date: Click here to enter text.

Employee Name: Click here to enter text.

1. Following appropriate consultation with the dean(s) and Associate Vice President for Academic Affairs, the Provost identifies an initial “home unit,” and instructs the chair, director, or dean of that unit to draft a governing document for the specific joint appointment being considered.

**Provost Approval to Proceed:** Click here to enter text.

**Date:** Click here to enter text.

**WESTERN WASHINGTON UNIVERSITY**

**JOINT APPOINTMENT GOVERNING DOCUMENT**

A joint appointment requires endorsement by each academic unit involved in the appointment, the candidate being considered for appointment, and the Provost.

1. Information regarding the employee (current appointment status, i.e., FY/AY, salary, etc., and proposed appointment status):

|  |  |
| --- | --- |
| **CURRENT** | **PROPOSED** |
| **Home Unit**  **Department:** Click here to enter text.  **College:** Click here to enter text. | **Home Unit and Joint Units(s)**  **Department(s):** Click here to enter text.  **College(s):** Click here to enter text. |
| **Tenured**  **Tenure-track**  **Non-tenure track**  **Research** | **Tenured**  **Tenure-track**  **Non-tenure track**  **Research** |
| **Academic Year/Fiscal Year Basis:**  Click here to enter text. | **Academic Year/Fiscal Year Basis:**  Click here to enter text. |
| **Full Time or**  **Part Time/% FTE** Click here to enter text. | **Full Time or**  **Part Time/% FTE** Click here to enter text. |
| **Salary and Budget(s):** Click here to enter text. | **Salary and Budget(s):** Click here to enter text. |
| **Other:** Click here to enter text. | **Other:** Click here to enter text. |

2. Terms and termination of the appointment (fiscal year/academic year, duration of joint appointment, notice required for termination, etc.

Click here to enter text.

3. Distribution of workload (attach position description which should include information from all participating departments

|  |  |  |
| --- | --- | --- |
| **Department/Unit** Click here to enter text. | **Department/Unit** Click here to enter text. | **Mutual Benefit** |
| Click here to enter text. | Click here to enter text. | **Teaching:** Click here to enter text. |
| Click here to enter text. | Click here to enter text. | **Research/Scholarship:** Click here to enter text. |
| Click here to enter text. | Click here to enter text. | **Service:** Click here to enter text. |

4. Office location, access to instructional support materials, administrative and research support:

Click here to enter text.

5. Explanation of how evaluation and review will be conducted for the following, as applicable: annual review, five-year review, tenure, promotion, etc. according to the Collective Bargaining Agreement; Include information regarding employee’s primary academic discipline and voting rights in each unit, consistent with college and unit bylaws:

Click here to enter text.

6. How revenues and indirect costs will be managed if generated by a joint appointee with an externally funded grant (consult with Office of Research and Sponsored Programs and units):

Click here to enter text.

7. Faculty Salary/benefits (how allocated between units, including budget numbers, source of funding, and total salary):

Click here to enter text.

8. Other terms/conditions:

Click here to enter text.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Member Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Unit Chair/Director Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Participating Unit Chair/Director Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean-Home Unit Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean-Participating Unit Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Associate Vice President for Academic Affair Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provost and Vice President for Academic Affairs Date**