

Proposed Guidelines for Joint Inter-Campus Academic Appointments between Cornell University, Ithaca, and Weill Cornell Medical College

I. Scope

Inter-campus Joint Appointment may be warranted if an individual possesses the qualifications for a primary academic appointment (at WCMC or at CU-Ithaca), but also contributes significantly to the programs of a college or academic department at the secondary site. For example, an individual may be qualified for primary appointment as Assistant Professor in the Department of Biomedical Engineering in the College of Engineering, CU-Ithaca, and for a secondary appointment as Assistant Professor of Bioengineering in Orthopedic Surgery at WCMC.

In some cases, an individual may be recommended for initial appointment by a college/department at CU-Ithaca and a department at WCMC, and thus receive joint appointments to the faculty or non-faculty academic staff.

In other cases, an individual will already have an academic appointment at one campus and a cross-campus collaboration will develop. The point at which an informal collaboration between faculty members of the two campuses warrants a formal joint appointment will be assessed by the respective department chairs and informed by professional and administrative considerations. Joint appointments should be made in cases where interactions involve the physical presence of a faculty member at both campuses or for collaborations of a long-term nature (greater than six months).

Primary College or Department. In all cases of inter-campus joint appointment, one college or academic department must be designated as the primary academic home wherein the primary academic appointment is made; the joint academic appointment will be made in the academic staff member's secondary unit. The primary department serves as the tenure home if the faculty member is eligible for or has tenure. The primary academic college or department administers practices regarding pay, benefits eligibility and other funding, provides voting rights, if any, consistent with the title and rank and the practices of that department, and through the department chair determines primary teaching, research and service obligations.

Academic Title. Secondary appointment to an unmodified academic title should reflect proportionately the department's usual spectrum of responsibilities for that title. Secondary appointment of a Cornell professor to a title modified by "adjunct," "visiting" or "courtesy" may indicate narrower focus of responsibilities, or usage may be consistent with traditions of the department or discipline.

II. Rationale

Inter-campus joint appointments will increase opportunities for collaborations between the Ithaca campus and the Medical College of Cornell University. Joint appointments will support teaching, research or clinical activities as appropriate and will have the

potential for shared research space and support if agreed by both colleges/departments. Formal joint appointment will provide the faculty member with voting rights, if any, consistent with the title and rank and the practices of the department, facilitate access to services and facilities, and support the academic staff member's security at the joint campus.

III. Policies and Procedures for Inter-campus Joint Academic Appointments

General Procedures for Inter-campus Joint Academic Appointments. Within a joint inter-campus arrangement, a department's and college's policies and procedures govern its own appointment, except when all parties agree otherwise.

Joint appointments with shared funding or space requirements must be pre-approved by the Deans.

Joint Faculty Appointment for New Hire (One Funding Department and Tenure Home)

Terms of the offer of employment are the responsibility of the department paying the salary but should be shared, in advance, with the secondary department if any offer terms involve the secondary appointment. If the joint appointment is required to meet the terms of the offer, the department of primary appointment is responsible for managing the process. The terms and benefits of the joint appointment will be spelled out clearly in the offer letter, which should be provided to the chairs of both departments. Secondary appointments will be approved in the manner appropriate to the department/college; depending on the title of appointment, departmental or college policy may require a formal procedure for review of credentials and/or a vote of the faculty – department chairs should discuss in advance which materials supporting the appointment will be shared between the departments.

The department of primary appointment, as tenure home, will be responsible for the collection of materials supporting appointment, reappointment or tenure and normally will invite input from the department of secondary appointment.

The department of secondary appointment is not a tenure home, and secondary appointments must have an end date, even after election to tenure in the department of primary appointment. The end date should be within term limits prescribed for the rank and would not exceed that in the department of primary appointment. To summarize the process:

Roles of the department making the primary appointment:

- Collect all materials supporting appointment, rank and tenure status, and invite input from the department of secondary appointment.
- Secure tenure vote, if applicable, according to the policies and procedures of the primary tenure home site.

- Develop offer terms and review them with department where secondary appointment will occur.
- Vet the appointment through appropriate college/university approval processes and formalize appointment.
- Send a copy of materials supporting appointment to secondary appointment location (the sharing of confidential tenure materials is pursuant to the practice of the primary department and policy of the college) and comply with Faculty Affairs (WCMC) documentation and storage procedures or Records Retention (CU-Ithaca) policy.

Role of the department making the secondary appointment:

- Review offer letter provisions and materials supporting the appointment, secure departmental and college approval and formalize appointment through appropriate process.
- Comply with Faculty Affairs (WCMC) documentation and storage procedures or Records Retention (CU-Ithaca) policy.

Joint Appointment of a Professor Already Tenured at Cornell
(One Funding Department and Tenure Home)

Secondary, joint appointment to a modified or unmodified title in a department other than the tenure home may be made with the consent of the professor and the approval of the tenure department's chair and college. A formal appointment, including appointment letter outlining relevant terms and the end date of appointment, must be made.

Normally, input from the faculty of the department of secondary appointment is invited during considerations for such actions as promotion.

The tenure home department must be prepared to resume responsibility for the professor's full salary and benefits expense if the secondary appointment is discontinued (except as provided in the CU-Ithaca Policy on Part-time Appointments in advance and with the professor's explicit consent).

Joint Appointment of a Non-Tenure-Eligible Faculty Member

Secondary, joint appointment to a modified or unmodified title in a department other than the primary academic home may be made with the consent of the faculty member and the approval of the primary department's chair and college. A formal appointment, including appointment letter outlining relevant terms and the end date of appointment, must be made.

Normally, input from the faculty of the department of secondary appointment is invited during considerations for such actions as promotion.

Dual Appointment and Related Tenure Considerations

Generally, joint professorial appointments will not carry tenure in both departments.

Shared tenure-track appointment is strongly discouraged. Rarely circumstances may arise where shared tenure-track appointment is necessary.

Arrangements for joint appointments involving tenure or tenure eligibility in both departments must be pre-approved by the provosts. (Prior considerations should include whether either department may, with the professor's consent, withdraw from tenure review and commitment if its tenure recommendation would be negative and the other department's positive.) At initial dual appointment the professor should be made aware in writing, co-signed by both chairs, of the process anticipated for the tenure review; this information should be reiterated and updated during reappointment. Approval of tenure in the department of secondary appointment may be simultaneous with or subsequent to that in the department of primary appointment. With prior approval of the dean and provost and contingent on positive recommendation by the department of primary appointment, the department of secondary appointment may opt to abbreviate its tenure review to as little as a faculty discussion and a vote by eligible faculty members based on the professor's tenure statement and *curriculum vitae*.

In all such cases, administrative agreements and commitments for these appointments should be spelled out clearly in a memorandum between the chairs of the two departments, with copies to the deans reflecting their prior approval. This memorandum should clarify any shared costs, tenure obligations, renewal considerations, leave arrangements or other terms or provisions of interest to both parties. In these cases the offer letter should be sent by the chairs of both departments. Chairs should manage departmental expectations of long-distance dual-tenure-track appointees, particularly in such areas as advising, committee assignments and other service. Copies of all such memoranda should be sent to the Medical College Office of Faculty Affairs and to CU-Ithaca's Records Administration for inclusion in the faculty member's files.