



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.036 Joint Faculty Appointments

I. 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.

II. Application of Policy

Faculty

III. Policy Definitions

A. Administrative Home

“Administrative home,” in this policy, means 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.

B. Joint Appointments

“Joint appointments,” in this policy, means a faculty member’s designation to more than one unit.

C. Secondary Unit

“Secondary unit,” in this policy, means 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.

D. Unit

“Unit,” in this policy, means an academic program, department, division, college, school, institute, center, laboratory, or related entity either within or outside UNT.

IV. Policy Responsibilities

A. 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.

B. Rights and Responsibilities

1. 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.
2. 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.

C. 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.

D. 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.

V. References and Cross-References

Administrative Procedure: Joint Faculty Appointments

VI. Revision History

Policy Contact:	Policy Director, Office of the Provost and VP for Academic Affairs
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