

# Creighton College of Arts & Sciences

## FACULTY

### Secondary Appointments Policy & Procedure

#### **Rationale:**

A secondary appointment permits a tenure-track faculty member to offer courses in a department other than that in which they hold their primary appointment and to participate in research opportunities arising from the related nature of the two departments.

**Scope:** This policy applies to all tenure-track faculty in the College of Arts and Sciences.

#### **Definitions:**

*Primary Department:* The department from which a faculty member had their employment offer.

*Secondary Department:* The department in which a faculty member wishes to receive an additional appointment without forgoing the primary department.

*Honorary Appointment:* A secondary appointment that exists in name only, and holds no rights or responsibilities for the faculty member in the secondary department.

*Working Appointment:* A secondary appointment that includes specific rights granted to, as well as expectations from, the faculty by the secondary department.

#### **Policy**

Secondary appointments will be created if there is a substantial and compelling reason for such an appointment to exist. The Dean must approve all secondary appointments in writing, and no secondary appointments will be approved without the express consent of both the primary and secondary departments. Specifics of the appointment (outlined in the Procedures below) must be given in writing and will be reviewed for renewal every five years. The Dean's office will be responsible for maintaining a calendar for such renewals, and informing the respective chairs of the renewal requirement.

#### **Procedure**

*Proposal.*

Policy passed on voice vote of Faculty Senate April 2, 2019. Approved by Dean's office April 3, 2019

The proposal for a secondary appointment within the College may originate either at the original time of hiring or subsequent to it. In the first case, the original contract may specify a primary appointment in one department and a secondary appointment in another department. In the latter case, the recommendation for a secondary appointment is made in writing to the Dean of the College by the Chair of the secondary department, who must include a written statement of approval from the Chair of the primary department.

*Creation.*

A secondary appointment is created by a letter of understanding signed by the faculty member, the Dean, and the chairs of both the primary and secondary departments. This letter of understanding must include whether this appointment is honorary or working, as per the definitions listed above. If a working appointment, the letter should include explicit agreements concerning the following:

1. Teaching and service requirements required in the secondary department.
2. Whether the faculty member is expected to attend and has voting rights at department meetings in the secondary department.
3. The role of the chair of the secondary department in annual evaluations and/or promotion and tenure of the faculty member.
4. The role of the faculty member in evaluating the chair of their secondary department.
5. Policies regarding absences due to sabbatical leave granted by the College.
6. Financial arrangements (if any) between the departments resulting from the assigned duties of the faculty member.
7. The starting date and duration of the appointment. [Secondary appointments will have a stipulated term of no more than five years, but may be renewed by the Dean with the approval of all parties to the original letter of understanding.]
8. Procedures outlining how a secondary appointment may be altered or ended prior to the original end date.

For both types of appointments, a faculty member's primary appointment, including their full-time faculty responsibilities as set out in the University's Handbook for Faculty and pertinent College materials, is unaffected by the making of a secondary appointment.

Secondary appointments existing at the time of the adoption of this policy shall be brought into conformity with this policy within one year of its approval.