

Department of Physics Policy on Joint Appointments (approved November 12th, 2007)

As stated in the College of Science Policies and Procedures Manual concerning joint appointments:

- A. *Each department shall have a written document detailing in general terms the framework for a joint appointment and the rights and privileges of the position.*
- B. *For any joint appointment between Departments there must be a clear, written statement agreed to by the two Department Heads and the new faculty member as to the conditions and rules governing the appointment. This statement should describe research and teaching arrangements and expectations, and should include details about the promotion process. This statement shall be provided to the faculty member prior to the start of the appointment and shall be included in the file of record of the faculty member. Changes in joint fractions can be made if all parties agree.*
- C. *The two departments shall decide on how this agreement shall be reached. For example, this may involve the search committees, the Heads, and specific faculty. In all cases the appointment shall be approved by faculty vote or whatever procedure is conventionally followed in each department*

1 Physics Department Policy

1.1 Hiring

Normal procedures and standards for appointment of joint faculty will follow that for regular faculty, regardless of whether the Department of Physics is the major or minor department.

For hires at any level, a major department shall be agreed upon prior to an offer being made. At the time an offer is made, the evaluation and promotion procedures shall be defined clearly by both departments. All offer letters shall state that at the time of promotion the Physics Department may opt out of the joint agreement.

1.2 Promotions

In all joint hires, the major department is responsible for promotions and tenure decisions.

The Department of Physics, whether the major or minor department, shall provide regular, performance reviews through the standard procedures applied to all faculty. This review shall be made available to the other Department upon request.

The promotions review, where the Department of Physics is the major department, will be the same as for regular faculty members, with the exception that input from the minor department shall be requested and included in the promotions documents. Such input may include a separate review conducted by and within the minor department. Faculty members of the minor department may be requested to attend the discussion at the Department of Physics primary committee meeting.

For the promotions review, where the Department of Physics is the minor department, a review of teaching and research shall be performed within the department by the Primary Committee following the normal procedures for promotions. This information will be made available to the major department's promotions committee. At the time of promotion, based on the decision of the primary committee and the head, the Department of Physics may opt out of the joint agreement. This should be clearly stated in a written agreement between the departments. The promotion shall be acted upon by the Area Committee of the major department.

As per College of Science policy, "A list of referees for promotion shall be evaluated and agreed to by both Departments, and the solicitation letter to referees should carry the signatures of two faculty members each one designated by the primary committee in his/her Department."

1.3 Rights and Privileges:

Joint faculty with the Department of Physics will be given the full rights and privileges of regular faculty of the department commensurate with their rank, with the exception that membership in the primary committee will require Physics be the majority department.

Teaching responsibilities in the department shall be commensurate with the fractional appointment in Physics.

Salary increments must be acceptable to the Heads of both departments and must not change the proportions of the appointment.

Office and/or laboratory space will be assigned depending on the needs of the joint faculty's department-related work, and be subject to the decision of the Department Head.

Joint faculty will be subject to all of the rules and guidelines of Purdue University and the College of Science regarding joint faculty, and to all Department policies, except as noted above.