

Complete Policy Title

Policy on Joint Appointments and Associate Membership

Policy Number (if applicable):

SPS A5

Approved by

**Senate
Board of Governors**

Date of Most Recent Approval

**May 12, 2021 /
June 10, 2021**

Date of Original Approval(s)

March 24, 1969

Supersedes/Amends Policy dated

December 14, 2011 / December 15, 2011
April 11, 1979 (SPS 5)
December 13, 1978 (SPS 6)

Responsible Executive

Provost and Vice-President (Academic)

Policy Specific Enquiries

[Provost and Vice-President \(Academic\)](#)

General Policy Enquiries

[Policy \(University Secretariat\)](#)

DISCLAIMER:

If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

It is in the best interest of the University to encourage persons to participate when appropriate, in the work of more than one Department. Extensive participation in the work of two Departments should be recognized by a "joint appointment".

Joint appointments should be reserved for those who participate fully in the undergraduate (or undergraduate and graduate) work of two Departments while those who participate less extensively, but nevertheless on a continuing basis, should receive associate memberships.

I JOINT APPOINTMENTS

- a) Joint appointments, whether or not they involve financial contributions from two Departments can only be made on the recommendation of the two Departments concerned and with the approval of the Faculty Dean(s), Provost, and if graduate work is involved, the Dean of Graduate Studies.
- b) The teaching responsibilities of joint appointees should be by agreement between the two departmental Chairs concerned and with the approval of the Faculty Dean(s).
- c) For faculty members with joint appointments, it is the responsibility of both departments to make recommendations concerning tenure, permanence and promotion to the appropriate Faculty Tenure and Promotion Committee.
- d) Faculty members on a joint appointment may not hold two different academic ranks, even if there are different levels of experience and proficiency in terms of the activities in the two departments of which they are a member.
- e) For faculty members on joint appointments, the Chairs will make merit assessments for the purpose of salary determination and will forward these to their Dean.

In those cases where two Deans are involved, there must be joint consideration and agreement by the two Deans on the merit assessment. The agreement should clearly set out the factors and percentages used for evaluating teaching, research and service and how they align with the goals and expectation of the joint appointment. This agreement should be shared with Chairs and the faculty member annually, at most one month after the deadline of submitting their annual activity report, or at least one month after their start date for a new joint appointment.

ASSOCIATE APPOINTMENTS

- a) A member of one Department (Primary, P) may be an Associate Member of another Department (Secondary, S):
- on the invitation of Department S; and
 - with the approval of the Chair of Department P; and
 - with the approval of the Faculty Dean(s) concerned; and
 - for a specified term, normally five years – renewable if the invitation is repeated and new approvals are obtained; and
 - with specific responsibilities and the associated privileges as set out in the letter of appointment from the Provost and any attachments.
- b) Although an Associate Member is properly counted as contributing some fraction of a full-time faculty member to the work of Department S and, by corollary, something less than full-time to the work of Department P, recommendations for salary, tenure, permanence, promotion, etc. will normally be sought from the Chair of Department P only. (In this respect, as in many others, the Associate Member's position differs from that of a person with a joint appointment in two departments).