

UC Davis Academic Personnel Manual

Appointment and Promotion

UCD Appendix II-A, Joint Appointments and Faculty Exchanges

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Responsible Department: Academic Affairs

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I. Purpose

This section gives general information and describes policy concerning joint appointments and faculty exchanges.

II. Policy

- A. The quality of faculty and the welfare and quality of the University are often enhanced through faculty exchanges and joint appointments between departments and other academic units. Advantages include:
1. Enrichment of interdisciplinary research and advancement of the cross-fertilization of ideas through interaction and sharing of talents of faculty and students.
 2. Greater effectiveness in use of faculty expertise.
 3. Increased opportunities for faculty to have new and diverse experiences.
 4. A greater array and depth of talent in the various academic programs or fields of emphasis.
 5. Opportunity for faculty to participate in degree offerings in more than one department.
- B. The Davis campus encourages exchange of faculty teaching efforts among academic units to enable utilization of specialized faculty talent in a manner that will best fulfill the instruction and research goals of the academic units and enhance the scholarly activities of the faculty members.
- C. Exchanges generally are accomplished through informal arrangements among the units and individuals involved. Nothing that follows is intended to discourage such informal arrangements.
- D. Academic units anticipating searches, appointments, joint appointments, or exchange opportunities should recognize the importance of early involvement of all academic units involved. Joint planning, joint searches, and a feeling of shared involvement are critical to implementation of this policy.

III. General Provisions

When formal accommodation is required, it is campus policy to facilitate split or cross appointments on a permanent or temporary basis through allocation of FTE and workload.

- A. Types of Appointments and Faculty Exchanges
1. Allocation of Shared FTE Between Two Academic Units
 - a. When two academic units desire and require a similar disciplinary expertise to provide a quality program of research or instruction, or the Chancellor or dean(s) wishes to encourage interaction and sharing of faculty expertise in more than one academic unit, the Chancellor or dean(s) may allocate a position as a shared FTE.
 - b. One academic unit will be responsible for leadership in recommending promotion, merit increase, and provision of space.
 - c. The respective amounts of the permanent FTE allocation are encumbered to each

academic unit. If resignation, retirement, or death occurs, the FTE reverts in accordance with campus policy.

2. Exchange of Faculty Effort

- a. To take advantage of faculty expertise and interest in an area of teaching, research, or University service, two or more academic units may negotiate an appropriate exchange of faculty effort.
 - 1) A letter of understanding between the academic units shall describe the exchange of faculty effort, which should be roughly in balance for the period involved.
 - 2) A copy of the letter of understanding should be placed on file with appropriate administrative offices for purposes of information.
- b. There is no transfer or allocation of FTE. The workload of each faculty member is credited to the department in which the faculty member has his/her major appointment.

3. Suballocation of a Fractional FTE Between Academic Units

- a. An academic unit may wish to allow a faculty member to participate in the teaching or research program of another unit under circumstances where permanent allocation of a fractional FTE is considered undesirable. This may occur, for example, where a faculty member in an applied or multidisciplinary unit wishes to maintain teaching activities in his/her primary discipline, but where the disciplinary department does not place such a position as a priority need in its academic plan; the disciplinary department may nevertheless benefit from the association or see it as an opportunity to broaden its program, and may wish to assist another academic unit and to enhance academic opportunities for individual faculty members.
- b. The academic unit to which the FTE is allocated should take the lead in negotiating a temporary suballocation of a fractional FTE to accomplish the unit's objective. An agreement between the two academic units is developed and a copy sent to the relevant deans for record purposes and appropriate action to effect the temporary FTE transfer to the minority department.
- c. The academic unit receiving the temporary transfer of FTE receives credit for any student credit hours generated.
 - 1) The FTE transfer appears in the permanent-plus- temporary category in the base budget document in DaFIS.
 - 2) The academic unit transferring the FTE has the total FTE credited as a permanent allocation, but for the period of the temporary transfer shows a debit in the permanent-plus-temporary category in the base budget document in DaFIS.
 - 3) The negotiations referred to in III.A.3.b, above, may lead to an alternative agreement whereby the department or unit holding the permanent FTE agrees to accept the workload credit for the faculty member's teaching in the other unit in lieu of debit of a fractional FTE in the base budget document in DaFIS.

B. Periodic Review of Appointments

Joint appointments and faculty exchanges may be time certain or indefinite, but each such arrangement is subject to review at an interim of not more than five years.

C. Authorization for Recruitment Without FTE Allocation

In certain instances the Chancellor may authorize recruitment without specific allocation of FTE to campus units. The nature of the FTE position allocation is determined after the search process is completed. Allocation of FTE and appointment may be within any one of the three types of formal joint appointments and faculty exchanges. The background of the faculty member recruited is a major consideration in the appropriate allocation of FTE to the academic unit(s).

IV. Further Information

Specific information concerning procedures to effect joint appointments and faculty exchanges may be obtained from the office of the dean of the appropriate college or school.

V. Related Policy

UCD Academic Personnel Manual:

1. [Section UCD-220.IV.A.2](#), Academic Senate Review and Advancement.
2. [Section UCD-220](#), Procedure 3, Joint Appointments.