



THE UNIVERSITY OF ARIZONA

## College of Social & Behavioral Sciences

Policy title: **SBS POLICY ON SHARED APPOINTMENTS**

Effective: September 20, 2020

### **PURPOSE/INTENT**

This policy establishes the College of Social and Behavioral Sciences' approach to shared appointments (meaning, appointments with FTE in more than one unit, either within the college or across colleges).

### **UNIVERSITY OF ARIZONA POLICY**

At the UA, tenure can only reside in one unit. This means that any part of an appointment shared with an additional unit is, by necessity, nontenure-eligible.

UA's Promotion and Tenure and Continuing Status and Promotion processes provide an APPENDIX A: CHECKLIST FOR SHARED APPOINTMENTS. This form identifies the FTE, by unit, for the various responsibilities of the position. It also establishes the credit per activity, and some of the opportunities available to the faculty member by unit (i.e., voting rights, office space, travel funds). SBS uses this form for all shared appointments.

In addition to establishing workload responsibilities and opportunities, the CHECKLIST FOR SHARED APPOINTMENTS also mandates that a member of a shared unit participate in annual performance reviews as well as promotion & tenure/continuing status & promotion reviews for faculty with shared appointments.

### **SBS POLICY AND PRACTICE**

SBS recognizes that our objects of study are often best examined through interdisciplinary lenses and encourages interested faculty to conduct their analyses through multiple theoretical and methodological approaches. For this reason, faculty with interdisciplinary or transdisciplinary research profiles are welcome to enter shared appointments with units both within and outside of SBS. Shared appointments require permission and approval by the Dean and the Associate Dean for Business-Finance.

#### *Distribution of Effort/Full-Time Equivalency (FTE)*

Faculty with shared appointments must have the majority FTE in the tenure home unit (meaning, 0.51 or more on a 1.0FTE appointment). This FTE may be subject to temporary adjustments in the case of administrative appointments, in which case the FTE in the tenure home may be less than 0.51 in order to accommodate administrative responsibilities elsewhere in the college or university. FTE in the secondary unit may be up to 0.49FTE on a 1.0FTE appointment.

#### *Shared governance*

SBS units have different practices with respect to shared appointments. In all cases, the primary unit must go through the normal process for welcoming new tenure-eligible or tenured faculty to the unit. The secondary unit may use whatever practice comports with their bylaws, though we encourage a process that enables all eligible faculty members to have the appropriate opportunity for input into the decision.



### *Procedures*

Procedurally, all shared appointments must be memorialized on the UA's APPENDIX A: CHECKLIST FOR SHARED APPOINTMENTS. This form must be signed by the head or director of both units involved in a shared appointment.

In SBS, the default presumption is that credit associated with a faculty member's Student Credit Hours (SCH) and funds associated with Indirect Cost Recovery on Grants (ICR) flow to each unit in proportion to the salary provided by each unit. For example, funds from SCH from a faculty member who teaches exclusively for one unit and funds for ICR from research exclusive to a second unit will flow to each unit proportional to the unit's contributions to the salary, not proportional to the FTE assigned to these tasks by unit. *Any arrangements outside of the default must be approved by the SBS Dean.*

### *Updating Shared Appointments*

Shared appointments should be updated every time there is a change to the distribution of effort/FTE, or any time there is an adjustment to any other part of the shared appointment.

At minimum, shared appointments should be reviewed every three years to ensure continued accuracy.

## **CONSIDERATIONS**

At the UA, tenure can only reside in one unit. This means that any part of an appointment shared with an additional unit is by necessity nontenure-eligible. Secondary unit appointments may change as requested by the primary or secondary unit or, when possible, as requested by the faculty member. When a shared appointment with secondary unit ends, the FTE as per the Notice of Appointment or Notice of Reappointment is assured in the primary unit, except as provided by UHAP and ABOR for release or resignation of faculty.

If faculty are interested in moving their tenure line from a primary unit into a secondary unit, the secondary unit will be expected to go through the regular unit process for vetting new tenure or tenure-eligible faculty.

Since shared appointments are those with salary and FTE associated with both a primary unit and secondary unit, these appointments are distinguishable from courtesy or affiliate appointments, which do not have associated salary or FTE. For more on courtesy or affiliate appointments, please see *SBS Recommendations on Affiliate (Courtesy) Appointments*.