

## **School of Medicine**

### **Joint without Salary Faculty Appointment and Renewal Guidelines**

Joint without salary (WOS) faculty appointments are designed to enhance the tripartite mission of the School of Medicine (SOM). Within “Discover, Teach, Heal”, teaching is the principal (but not exclusive) mission addressed by joint WOS faculty appointments. This document provides guidelines for the appointment and renewal of joint WOS faculty members in the SOM.

#### **Appointment:**

In consultation with the faculty member, the chair of the department requesting the joint WOS appointment (home department) initiates the process with a letter to the chair of the department that will grant the joint WOS appointment (affiliate department). If the faculty member is from a school other than the SOM, the dean of the home school should also concur. The letter should be addressed to the Vice Provost. In this letter, the chair should describe the reason for requesting a joint appointment, the duties of the faculty member, and the way the appointment will enhance the mission of the department.

The proposed joint WOS appointment should be reviewed by faculty members in the affiliate department according to department policy, and a vote should be taken. The academic series, rank, and step should be the same as that held by the faculty member in the home department. The letter should be signed by the home department chair with concurrence of the affiliate department chair and the dean of the home department (if the faculty member is from a school other than the SOM). The signed letter along with the results of the vote, and a CV should be submitted to the SOM Office of Academic Affairs for review by the Senior Associate Dean for Academic Affairs. After review, the file will be sent to the Vice Provost’s Office for approval. Once approved, the department will be notified by the SOM Office of Academic Affairs.

The joint WOS appointee will participate in affiliate department duties in accordance with the appointment proposal. Faculty meeting attendance and voting by the joint WOS appointee will be in accordance with department policies. Joint WOS faculty members may not be denied the right to vote on departmental issues but they may choose not to do so.

#### **Renewal:**

Joint WOS faculty members must be reviewed according to the affiliate department policy and renewed each year. The affiliate department is responsible [for updating and extending the appointments in PPS](#). The faculty member’s home department may wish to solicit input from the affiliate department prior to making academic personnel recommendations. Termination of a joint WOS appointment is at the discretion of the affiliate department according to the department’s policies.