

## **Affiliate and Joint Appointments**

### **Affiliate Appointment**

An affiliate appointment is a faculty appointment to a unit not considered the employee's home/primary unit in which the employee was hired at Florida Gulf Coast University.

*Because an affiliate appointment is a secondary appointment, the budgetary line is entirely in the home/primary unit.*

The host unit will not have formal input into the employee's performance evaluations, including promotion, in the home unit except for what's allowable under Article 10, subsection 10.2A. of the Collective Bargaining Agreement and in relevant Performance Evaluation Criteria and Process document(s).

### **Procedure:**

An affiliate appointment may be offered by an academic unit to an employee whose primary assignment is outside the host unit. Affiliate appointments may or may not be compensated; depending on the nature and scope of the appointment. Affiliate faculty must demonstrate the potential to contribute to the host unit in the form of teaching, research/scholarship, or service/consultation. The affiliated faculty enjoy certain privileges of a core faculty member in the unit as stipulated in the letter of appointment, but cannot vote on matters of university business in the host unit. The length of an affiliate appointment could be temporary or permanent, depending on the nature and scope of the proposed activities. The duration and terms of the appointment should be clearly stipulated in a letter of agreement or appointment, with copies sent to all relevant deans/directors, chairs, the faculty member, HR, and the Provost.

The process for attaining and/or retaining affiliate status should be clearly stated and posted on each unit's home page.

The Chair/Director of the respective department shall discuss the prospective affiliate with the core faculty of the department and then make a recommendation to the Dean/Director of the unit.

The Dean/Director of a unit has the approval/non-approval authority on request for affiliate faculty status.

### **Guideline(s) for items to be included in affiliate appointments:**

1. Whether the affiliate appointment comes with monetary compensation
2. Faculty privileges extended to the affiliate by the host unit; i.e. serving on committees, access to infrastructure, etc.

3. The term for the appointment as well as the notification that any affiliate appointment may be terminated at will for any reason at any time by either the affiliate faculty member or the Dean/Director of the host unit.

## **Joint Appointment**

A joint appointment indicates that a full-time faculty member will have workload responsibilities in at least two (2) units. Jointly appointed faculty are normally compensated from both primary and secondary units. The secondary unit provides input to the primary unit regarding performance evaluations, including promotion; as prescribed by Article 10, subsection 10.2A. of the Collective Bargaining Agreement and in relevant Performance Evaluation Criteria and Process document(s).

### **Procedure:**

A joint appointment is made to a full-time faculty member who will have responsibilities in two (2) or more units. The joint appointment is normally funded by both units consistent with the degree and nature of the assignment/workload in each unit. Deans/Directors of each unit will specify in writing the percentages of workload and of funding. The primary unit retains >50% of the workload and is responsible for evaluations, including promotion, with input from the secondary unit. The faculty member may vote in only the primary unit on matters of university business. A home/primary unit will be designated dependent on the workload in the different units.

The terms of a joint appoint will be agreed upon by the participating units prior to advertising and hiring an employee in joint status. For full-time faculty currently employed by the university, deans/directors will consult with the Provost, who holds authority for the final decision.

### **Guideline(s) for items to be included in joint appointments:**

1. Names of the participating units/departments
2. Name of the primary unit or of co-units
3. Assignment of effort and nature of the responsibilities/work in each unit
4. Notification of primary supervisor as
5. Description of the evaluation structure
6. Rights and responsibilities in each unit

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