Interdisciplinary/Shared Appointment
Proposal from PPC
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Rationale
Faculty members across departments, programs and academic divisions maintain a variety of interdisciplinary responsibilities. While some of these relationships across programs are done with informal understandings, some faculty members have professional obligations across programs that involve a major commitment of their total professional time. These cross-program responsibilities occur as a result of evolving responsibilities and program changes or originate by design with the initial faculty appointment.

With the assumption that these interdisciplinary connections are beneficial to the students, faculty, the involved programs and departments, and the institution as whole, guidelines to ensure clear expectations and equitable evaluation of individuals in these types of shared appointments are necessary.

Types of shared appointments
- Interdisciplinary Hire
  *Faculty hired in a home department, with responsibilities in another department or program*
- Interdisciplinary Appointments for Existing Faculty
  *Faculty hired in an existing department, with some years in rank, now accepting responsibility in another program, typically half-time or quarter time.*

Best Practices include
- For new hires, a search committee with both home department faculty and faculty in the other programs served by the appointment.
- At hire or reassignment of existing faculty, clear written expectations of all groups involved over the shared responsibilities in teaching, service, advisement, and some statement of mutual respect for the scholarship across disciplines. This agreement should be approved at the dean’s level and may require joint approval of more than one dean.
- Personnel committees including the home department and at least one representative of other programs where the faculty in question has specific responsibilities.
- DSI, retention and promotion folders with supporting letters from all chairs and program directors in the departments/programs served. In the case of a program director, the DSI folder includes a letter from the program’s advisory board.
Appendix B: Term and Continuing Appointment

I. Statement of Principles

A. This Appendix recognizes the rights and obligations faculty have in peer evaluation to recommend term and continuing appointments.

B. Each department has the obligation to make accurate, well-documented evaluations of its non-tenured members annually so as to provide them with an assessment of their progress toward reappointment or continuing appointment.

C. For faculty with responsibilities in other departments or programs, assessment of progress and evaluations must reflect well-documented expectations on shared responsibilities and scholarship across disciplines. These written expectation are developed by the faculty and respective department and program chairs, and approved at the dean’s level and may require joint approval of more than one dean for shared appointments across schools.

D. The department committee has an obligation to conduct its evaluation so that individuals under review shall be made aware of their chances for a favorable or unfavorable departmental recommendation for reappointment or continuing appointment. Where deficiencies obtain, these individuals shall be counseled by the chairs of the committee and the department as to how these deficiencies may be overcome or they shall be advised that they will not be recommended for reappointment or continuing appointment. The chief administrative officer or designee has a similar responsibility to counsel individuals.

E. The department has an obligation to support its recommendations.

II. Role of the Department

A. There shall be a department committee (elected by September 30 of each academic year) to evaluate faculty for continuing and term appointments. The committee shall be elected by secret ballot by a majority vote of the department's voting faculty as defined in Article X, Section 3 of the Policies. It shall serve from the beginning of the fall semester to the beginning of the fall semester of the following year. Members may serve two-year staggered terms at the discretion of the department. If vacancies occur on the departmental committee, they shall be filled in accordance with the procedures enumerated hereunder.

B. The department shall determine the size of the committee and the eligibility for membership, except that the department chair shall not be a member of the committee but may, at the option of the committee, attend meetings as a resource person. In cases of faculty with responsibilities in other departments or programs, a representative of that other program should also attend meetings.
as a resource. A majority of the department committee shall have continuing appointment, provided there are at least three members of the department, excluding the chair, on continuing appointment. In addition, every member of the committee must have two semesters of full-time service as voting faculty at Oswego prior to the beginning of the member's term on the committee. Representation of the ranks shall be encouraged. No faculty member who is to be considered for continuing appointment may serve on the committee.

C. Before September 30 of each academic year, the appropriate dean shall submit to the department chair a list of all individuals in the department to be considered for term or continuing appointment. (Eligibility for continuing appointment is defined in the Policies of the Board of Trustees, Article XI, Title B).

D. The department committee shall determine by secret ballot whether or not it shall make its determinations by secret ballot. A unanimous vote shall be necessary in order for a department committee to operate other than by secret ballot.

E. The department committee shall submit its evaluation procedures in writing to the department for its approval. Except for the provisions of D above, the voting faculty of the department, meeting in concert, may determine for the committee the procedures to be used. After departmental approval, a copy of these procedures shall be sent to the appropriate dean by the committee.

F. In its deliberations, the department committee shall be guided principally by Article XII, Title A, of the Policies of the Board of Trustees. The interpretation and application of this article shall be consistent from year to year as is practicable. Interpretation may change slowly, but may not be radically altered. In the case of a continuing appointment decision, all previous evaluations, conducted for purposes of reappointment or continuing appointment, must be taken into account.

G. Prior to arriving at its recommendations the department committee shall notify in writing all department members that such review will take place. Such notification shall be made at least ten (10) working days in advance of the review.

H. The department committee shall issue a written invitation to all members of the department or program requesting written or oral commentary, clearly related to the criteria established by the Policies of the Board of Trustees, concerning the members under review. The committee shall require of these individuals under review that they submit written information on their own behalf by at least five (5) working days prior to the review so that it can receive fair consideration by the committee. Either the members under the review or the department committee may solicit information from outside the department or program. For any faculty member with shared responsibilities in another program or department, the department will also be guided by a written plan of evaluation approved at the dean level.
I. The department chair shall meet with the department committee before the committee submits its recommendations. The purpose of this meeting is to enable the committee and the chair to discuss the relative strengths and weaknesses of individuals under consideration, to define areas of agreement and to articulate differences.

J. All material concerning individuals received by the committee shall be maintained in departmental file under the supervision of the department chair. A final report shall be compiled on each individual under review and shall include a summary of material considered by the committee. Each department member under review shall have access to that individual's own final report. Identifying language shall be deleted from confidential material. After completion of the committee's work, there shall be at least ten (10) working days before the report is to be forwarded to the next level. If the individual reviewed wishes to respond to the final report, that individual may give a response to the committee at least five (5) working days before the report is to be forwarded to the next level. This response shall be attached to the departmental report along with any committee comments. These comments, except for confidential materials, shall be made available to the department member under review.

K. Annually, after evaluation, individuals under review shall meet jointly with the chair of the department and the chair of the department committee to discuss their strengths and weaknesses as they relate to the criteria in the Policies, and to determine their progress toward achieving continuing appointment. A record of such meetings shall be summarized in writing and maintained in the department file pursuant to Section I of this Appendix.

Appendix D: Promotion and Discretionary Salary increases

I. Statement of Principles

A. This appendix recognizes the rights and obligations faculty have to recommend faculty promotions and discretionary salary increases.

B. This appendix recognizes the benefits to be gained by open discussion among faculty committees and between the faculty and administration in a prevailing spirit of collegiality and confidentiality.

C. This appendix recognizes the responsibilities of the faculty and the administration to uphold the principles and spirit of affirmative action.

D. This appendix maintains that the bases for promotion and discretionary salary increases remain relatively stable and if any changes in interpretation are required, they shall be communicated to all parties in a clear and timely manner.

E. For faculty with responsibilities in other departments or programs, basis for promotion and discretionary salary increases must reflect well-documented
expectations on shared responsibilities and scholarship across disciplines. These written expectations are developed by the faculty and respective department and program chairs, and approved at the dean’s level and may require joint approval of more than one dean for share appointments across schools.

II. Role of the Department

L. There shall be a department committee to recommend candidates for promotion and discretionary salary increases. Only those candidates who request or allow their names to be submitted shall be considered for promotion or discretionary salary increases.

M. A department with three or fewer members does not have to form a committee.

N. The committee shall be elected by secret ballot by a majority vote of the department's voting faculty as defined in Article X, Section 3 of the Policies. It shall serve from the beginning of the fall semester of a given year until the beginning of the fall semester of the following year. Members may serve two-year staggered terms at the discretion of the department. If vacancies occur on the departmental committee, they shall be filled in accordance with the procedures enumerated hereunder.

O. Each department shall determine the size of its committee. Eligibility for membership is limited to the ranks of professor, associate professor, assistant professor and instructor. The department committee shall have representation from each of the following ranks:* professor, associate professor, and assistant professor. However, if any rank has three or fewer members, representation of that rank shall be at the discretion of the department. A department may elect instructors (assistant librarians) to its committee. In addition, all members of the committee must have two semesters of full-time service as voting faculty members at Oswego prior to the beginning of their terms on the committee. No faculty member who is candidate for promotion may serve on the committee unless the departmental bylaws explicitly permit such service. The department chair shall not be a member of the committee, but may, at the option of the committee, attend meetings as a resource person.

* Equivalent ranks for librarians: librarian, associate librarian, and senior assistant librarian.

P. The department may use this committee for its term and continuing appointment committee. However, the composition of the department committee must also satisfy the relevant stipulations in the Appendix on Term and Continuing Appointment if it is to perform both functions.
Q. The department committee shall determine by secret ballot whether or not it shall make its determinations by secret ballot. A unanimous vote shall be necessary in order for a department committee to operate other than by secret ballot.

R. The department committee shall submit its procedures in writing to the department for its approval. Except for the provisions of F above, the department, meeting in concert, may determine for the committee the procedures to be used. After departmental approval, a copy of these procedures shall be sent to the appropriate divisional dean by the committee.

S. In its deliberations, the department committee shall be guided principally by Article XII, Title B of the *Policies of the Board of Trustees*. The interpretation and application of this article shall be as consistent from year to year as is practicable.

T. When department members are under consideration for a discretionary salary increase, they shall be judged on the basis of their performance since each individual's last discretionary salary increase or the previous three-year period, whichever is shorter, unless otherwise stipulated by the *Agreement*.

U. Prior to arriving at its recommendations the department committee shall notify in writing all department members that deliberations will take place. Such notification shall be made at least ten (10) working days in advance of the deliberations.

V. The department committee shall issue a written request to all members of the department or program for written commentary, clearly related to the criteria established by the *Policies of the Board of Trustees*, concerning the candidates. The committee shall require that candidates wishing to submit written information on their own behalf do so at least five (5) working days prior to the deliberations so that such information can receive fair consideration by the committee. Either the candidates or the department committee may solicit information from outside the department or program.

W. In the case of a faculty member who is performing professional duties (e.g., teaching, advisement) in another department or program, the candidate's department must solicit written evaluative data from said department or program. *In addition to these data, the department will be guided by a written plan of evaluation approved at the dean level for any faculty member with shared responsibilities.*

X. The department committee and the department chair shall meet before the committee submits its recommendations. The purpose of this meeting is to enable the committee and the department chair to discuss the relative strengths and weaknesses of individuals under consideration, to define areas of agreement, and to articulate differences.

Y. All material contained in the evaluation file concerning candidates received by the committee shall be maintained in the department under the supervision of the department chair. A written evaluative report based on the criteria established in
Article XII of the *Policies of the Board of Trustees* shall be prepared by the committee. This report shall be prepared for each candidate whether or not the candidate is recommended by the committee. Any identifying language shall be deleted from confidential material used in this report. The report shall be made available to the candidate. After the report has been made available to the candidate, there shall be at least ten (10) working days before the recommendation is to be forwarded to the next level. A candidate wishing to respond to the report must provide a response to the committee at least five (5) working days before the recommendation is to be forwarded to the next level. The candidate's response shall be attached to the report, as well as any committee comments on the candidate's response. These committee comments shall be made available to the candidate. The committee shall then forward its final report to the next level. The final report shall be accompanied by lists of candidates numerically ranked in order of preference; two such lists shall be forwarded, one for promotions and one for discretionary salary increases.

Z. The chair of the department shall forward to the next level lists of candidates numerically ranked in order of preference. Two such lists shall be forwarded, one for promotions and one for discretionary salary increases.

AA. After the recommendations are forwarded to the next level, each candidate for promotion shall meet jointly with the chair of the department and the chair of the department committee to discuss individual strengths and weaknesses as they relate to the criteria in the *Policies*, and to determine progress toward achieving advancement in rank. A record of such meetings shall be summarized in writing and maintained in the department file pursuant to Section II, part N of this *Appendix*. 