

## Joint Appointments among Departments

Teaching, research, and clinical services of a faculty member may extend, in some cases, beyond one department within the same faculty or in 2 different faculties. Such dual services (joint appointments) have been recognized and acknowledged by AUB Leadership as a factor leading to the growth and advancement of the 2 overlapping disciplines.

Below are the guidelines of policies and procedures that facilitate and govern the joint appointment of a faculty member.

- Joint appointments will have to be based on an agreement between the faculty member and the chairpersons of both departments with a clear statement on the role and responsibility of the faculty member in each department.
- The faculty member will have a primary appointment in one department “primary department” in which s/he devotes most of his time (> 70%) and effort. This department will primarily be responsible for the recruitment and academic promotion of the faculty member.
- The faculty member might seek a secondary appointment where s/he will provide services (teaching, research, clinical) through another department “secondary department”.
  - This second appointment must add significant “academic value” to the faculty member and the department. The added “academic value” must be clearly justified and stated and approved by the faculty member and the chairs of both the primary and secondary departments.
  - The faculty member will have to spend a significant 20-30% of his/her time in the secondary department providing a –defined service and “focused” role in the secondary department. This may constitute: covering a major clinical service in the secondary department, being in charge of a major research project/program, teaching / coordinating a course or any other duty commensurate with the areas of expertise of the faculty member.
  - Issues of salary support, benefits, office/lab space, and voting rights in the “secondary department” will be discussed and agreed upon on a case by case basis between the two chairpersons and the Dean of the Faculty.
- The annual performance review of the faculty member shall be conducted by the “primary department”, with input from the “secondary department”. It is expected that supervisors maintain regular communication with each other and with the appointee regarding work expectations, workload, and performance. The faculty member should discuss concerns with his/her supervisors.
- Academic promotion of the faculty member will be conducted through the primary department according to its processes and the guidelines of the Faculty of Medicine. An input from the chairperson of the secondary department, in the form of a recommendation letter, will be sought.

- A secondary appointment may originate either at the point of initial appointment or at a later point in time.
- A secondary appointment may be terminated if the contribution of the faculty member to the secondary department becomes minimal and does not fulfill the intended expectations.