

Procedure for Joint Appointments

Note: Each department is solely responsible for updating their respective appointment and distribution in the Payroll/Personnel System. Documentation of the approved merit/promotion should be forwarded by the home department to any other departments involved with the shared employee. Under no circumstances should a department update an appointment or distribution that is not their own nor shall they update an appointment or distribution that does not have appropriate documentation for the approved merit/promotion.

A. Salaried joint appointment for appraisal, merit increase, promotion, and deferral actions

Responsibility	Action
Vice Provost-- Academic Personnel	1. Establishes and publishes deadline for submission of actions involving joint appointments.
Home dean	2. After consultation with other appropriate deans, establishes deadline for submission of receiving joint appointments in home dean's office.
Deans	3. Prepare eligibility lists. All deans' offices concerned should include a breakdown of all departments and colleges/divisions/schools involved. 4. Must be in agreement in request to delay submission of an action.
Home department chair	5. Prepares review file in accordance with general procedures outlined in Section UCD-220 . 6. Obtains relevant documents from other departments involved. 7. Reviews contents of review file and potential extramural referees with candidate (when appropriate). 8. Circulates names of potential extramural referees to other department chairs involved for comments or additional suggestions. 9. Prepares copies of review file for other departments and each dean's office. 10. Sends copies of identical review file to all other departments.
Other departments	11. Conduct review of identical review file according to departmental review procedures. (No additional information may be added to review file by other departments.) 12. Prepare independent letter of recommendation based on departmental review; provide summary to candidate.
Candidate	13. Signs Candidate's Disclosure Certificate .
Other departments	14. Forward departmental letter and Disclosure Certificate to home department; return review file to home department. (Other departments are responsible for making their own file copy of review file.)
Home department	15. Conducts review of complete review file (including letters from the other departments) according to departmental review procedures; votes; writes departmental letter.
Candidate	16. Signs Disclosure Certificate .

Responsibility	Action
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Home department	17. Forwards complete review file to home dean.
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The following step applies when the approval authority for the action has been delegated to the dean (refer to the [Delegations of Authority](#)).

Home dean	18. Forwards review file to home college/division/school Faculty Personnel Committee (FPC); reviews FPC recommendation; shares FPC recommendation with other deans; consults other deans; makes final decision; provides appropriate notification of final decision to home department.
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The following steps apply when the approval authority for the action is the Vice Provost--Academic Personnel/Chancellor.

Home dean	19. Reviews file; prepares cover letter with dean's recommendation; forwards to other deans.
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Other deans	20. Review file; make recommendation; send copy of recommendation to home dean and other deans involved; forward to Office of the Vice Provost--Academic Personnel.
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Vice Provost-- Academic Personnel	21. Conducts remainder of review process in accordance with general procedures outlined in UCD-220 .
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B. Without-salary joint appointments for appraisal, merit increase, promotion actions

Responsibility	Action
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Home department chair	1. Prepares review file in accordance with general procedures outlined in UCD-220 . 2. Informs without-salary departments of action and requests confidential letter of evaluation (copies of review file are not provided).
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Without-salary department chairs	3. Consult faculty as appropriate and write department letter; send letter to home department.
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Home department chair	4. Adds without-salary department letters to review file; provides summary of letters to candidate along with other confidential documents; sends review file to home dean.
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The following step applies when the approval authority for the action has been delegated to the dean (refer to the [Delegations of Authority](#)).

Home dean	5. Forwards review file to FPC; reviews FPC recommendation; makes decision; informs without-salary deans of final decision; notifies home department of final decision; forwards decision to Academic Personnel.
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The following steps apply when the approval authority for the action is the Vice Provost--Academic Personnel/Chancellor.

Responsibility	Action
Home dean	6. Reviews file; makes recommendation; sends review file and recommendation to without-salary deans.
Without-salary deans	7. Review file; make recommendation; forward to Academic Personnel.
Vice Provost-- Academic Personnel	8. Proceeds with review process outlined in UCD-220 .