

**Texas Tech University**  
**WHITACRE COLLEGE OF ENGINEERING**  
**Operating Policy and Procedures**  
**(Approved by Executive Committee 02/12/2025)**

**WCOE OP.10.40 Joint Faculty Appointments**

**DATE :** February 12, 2025

**PURPOSE:** The purpose of this operating policy is to standardize faculty exchanges and joint appointments between departments, colleges, TTU-Online and other academic units, including strategic research centers and institutes, within Texas Tech University

**REVIEW:** This Operating Policy will be reviewed in the summer of every even numbered year by the Dean's office, with recommendations for revision presented to the WCOE Executive Committee by August.

University OPs related to faculty workload

- OP 32.17 Faculty Appointments and Titles

**CONTENTS:**

**1. Policy**

Joint appointments have the potential to enhance the quality of the faculty, department, college, and of the University. Advantages of Joint faculty appointments include:

- a) Enrichment of interdisciplinary research and advancement of cross-disciplinary ideas through interaction.
- b) Improved effectiveness in use of faculty expertise, and opportunities for faculty to have new experiences.
- c) A greater depth of talent in academic programs and opportunity for faculty to participate in degree programs in more than one department

A joint appointment may be appropriate in certain scenarios, including but not limited to:

- a search conducted by a single department produces a candidate whose profile and research area suggests a joint appointment at the time of hire.
- a faculty member's research and teaching evolve significantly beyond the boundaries of their department and particularly also the graduate program, suggesting a joint appointment for interdisciplinary work.

## **2. Procedure:**

2.1 Exchanges generally are accomplished through MoU (Memorandum of Understanding) arrangements among the departments/ academic units/ colleges and individuals involved. Expectations of teaching, research and service are split according to the FTE allocation between units/departments/colleges if not specified in the MoU. Salary and indirect cost return percentages follow the FTE allocation if not specified in the MoU.

The MoU must be reviewed and approved, with signatures, by the faculty member, the chairperson of the primary and secondary units, the dean(s) of the primary and secondary units, and the Provost.

### **2.2 Allocation of FTE Shares Between Two Academic Units**

2.2.1. When two colleges/departments/academic units desire interdisciplinary expertise to provide quality research or instruction, or the dean(s) /chair(s) wish to encourage interaction and sharing of faculty expertise in more than one academic unit, the Provost and/or the Dean(s) may allocate a position as a shared FTE. A 50/50 % split of FTE is not allowed. Appointments in more than two units/departments/colleges need exceptional approval from Dean(s) and the Provost.

2.2.2. The percentage allocation of FTE between two colleges/departments/ academic units/ suggested by the chair(s)/area coordinators are subject to approval by the Dean(s) and the Provost.

2.2.3. Any joint appointment at or above .25 FTE requires the relevant faculty in the receiving unit to vote on the potential appointment. .

2.2.4. The academic unit in which the jointly-appointed faculty member has the majority appointment (the appointment at or above .51 FTE) will be considered the primary academic unit and is responsible for leadership in regard to promotion, tenure, continuing appointment, merit increase, and provision of space. The chair of the secondary academic unit can provide input to the primary academic unit. Normally the faculty member will have voting rights only in the primary academic unit. Exceptions can be noted in the respective MoU and must be approved by faculty of the secondary unit, the department chairs and deans of both the primary and secondary units, and the Provost.

2.2.5. The primary academic unit must be a degree-granting unit.

2.2.6. A joint appointment with a zero (0) percent FTE in another college/department/academic unit is possible. This enables the faculty to do research and graduate advising in the other department/academic unit. Zero percent does not grant voting rights in any case.

2.2.7. Jointly appointed faculty may request permission to attend faculty meetings in the secondary academic unit when matters relevant to the jointly-appointed faculty member will be discussed. The request must be reviewed and approved by the secondary unit's faculty and department chair.

### 2.3 Periodic Review of Appointments

Joint appointments and faculty exchanges are subject to review every five years. Per TTU OP 32.17 joint appointments may be terminated at any time through the channels used for the appointment.