

ACADEMIC_ Joint Appointment Policy_043

Contents: • Purpose • Who Should Know This Policy • Policy Description • Definitions • Responsibility • Policy Statements • Procedure	Version Number:
	Effective Date: 2nd May 2016
	Reviewed by EMC on: 2nd May 2016
	Approved by President/Board of Regents on: 2nd May 2016

Purpose

This policy defines the purpose and the conditions of the joint-appointment. The types of joint appointment, expectations, and procedures are also included in this policy.

Source / Authority

This policy was developed by the Office of the Vice President for Research and Graduate Studies. The office of the Vice President for Research and Graduate Studies, Vice President for Academic Affairs, and Vice President for Medical Education are responsible for overseeing and monitoring the implementation of this policy.

Who Should Know This Policy

- ☒ President
- ☒ Vice President
- ☒ Legal Advisor
- ☒ Dean
- ☒ Director / Departmental Head
- ☒ Faculty
- ☒ Accounting/ Finance Personnel
- ☐ Student
- ☒ All Employees

Policy Description

The purpose of this policy is to define the purpose and the conditions of the joint-appointment at QU. The types of appointment, expectations, and procedures to be followed are included as well.

1. Definitions

1. Academic Entity: Academic entities include colleges, departments, programs, centers, institutes, and units.
2. Department to Department Joint Appointments. Joint appointee will be working with two Qatar University departments within the same college.
3. College to College Joint Appointments. Joint appointee will be working with two departments in different colleges within Qatar University.
4. College to Research Entity/Center (Research Entity/Enter to College) Joint Appointments. Joint appointee will be working with an academic entity of the Qatar University and a Research Entity/Center of Qatar University.
5. Research Entity to Research Entity Joint Appointment. Joint appointee will be working with a research Entity/Center of Qatar University and a research entity/Center of Qatar University.
6. Continuing Joint Appointments. A continuing-term appointment is a long-term assignment where an interdisciplinary program is dependent upon faculty with joint appointments for their contributions.
7. Fixed-Term Joint Appointments. A fixed-term joint appointment is a temporary assignment with clear expectations of returning to base entity within a specified time limit.
8. Base Academic Entity: A principal appointment in a specified academic entity of Qatar University.
9. Host Academic Entity: A secondary appointment in a specified academic entity of Qatar University.

2. Policy Statements

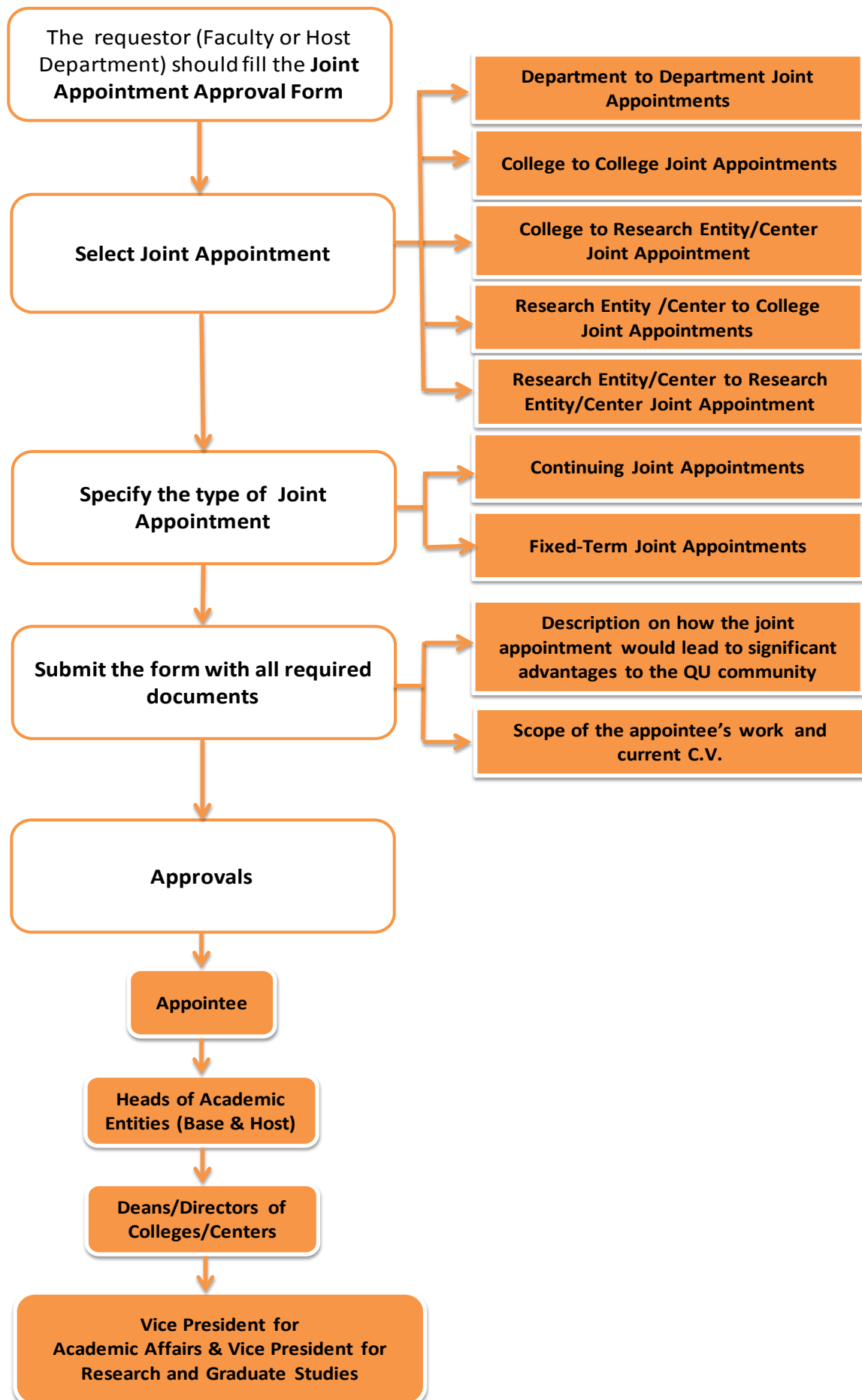
1. A faculty member who is significantly engaged in interdisciplinary programs may hold appointments in more than one academic entity of Qatar University.
2. A joint-appointment reflects the active and substantial involvement of an academic staff in research and/or supervision of graduate students, in more than one academic entity in Qatar University.
3. Joint appointment may include department-to-department, college-to-college, college-to-research unit/center (or research unit/center to college) and research unit/center-to-research unit/center.
4. The principal criterion upon which a joint appointment shall be evaluated is whether the joint appointment would lead to significant ***advantages to the QU community***, to both QU academic entities involved, and to the continued professional development of the faculty member.
5. **Initiation and continuation of a joint appointment require consent of the individual, the Base and Host academic entities.**
6. Joint appointments may be either continuing or fixed-term appointments.

7. The appointee is expected to spend a minimum of **65%** of his/her time in the Base academic entity and a maximum of **35%** of his/her time in the Host academic entity.
8. **Recommendations concerning the joint-appointment of a faculty member are made at the Base academic entity level, in consultation with the Host academic entity.**
9. A member's academic rank in the Base entity and in the Host entity shall be the same.
10. The period of fixed appointment will be up to three years (renewable).
11. Joint-appointee will be expected to provide an annual update of activities to both entities for annual reporting purposes.
12. The appointee must acknowledge his/her affiliation with the base and host entities in scholarly publications and communications, where appropriate.
13. Jointly-appointed faculty members are encouraged to participate in meetings of base and host entities.
14. Faculty members holding joint appointments will have full rights and privileges of the Base entity except as otherwise agreed in the joint appointment agreement.
15. For joint appointment, an agreement shall stipulate expectations for the faculty member in the areas of teaching, scholarship and service; procedures for faculty evaluation; agreements regarding the allocation of resources, the method(s) that will be used to solicit input from the Host entity for annual evaluations and promotion, buy-out time policy, and the weighting of performance criteria. Researchers with teaching role are encouraged to teach graduate level courses as well as supervise graduate students' research.
16. Individuals holding fixed-term joint appointments shall be expected to meet scholarly expectations of the Base entity with the acknowledgment that interdisciplinary research is likely to benefit both Base and Host entities.
17. Faculty holding either continuing or fixed-term joint appointments shall be evaluated/promoted according to the approved policies and procedures for faculty evaluation/promotion in the Base entity with feedback from the Host entity.
18. Normal contract renewal/termination will be based on established QU policies and procedures by the Base academic entity with feedback from the Host entity.
19. Joint appointments shall be renewed/terminated based on request by faculty, base academic entity or host academic entity with clear justification based on the performance of research and service to the entities.

3. Procedures

1. The faculty member starts the procedures by writing a letter of intent indicating the type of contribution and plans for the contributions in the Host entity. A Host entity may start the process by requesting a joint appointment of a faculty member.
2. Documentation shall include description on how the joint appointment would lead to significant advantages to the QU community (to both QU academic entities involved) and to the continued professional development of the faculty member, scope of the appointee's work, and current curriculum vitae.
3. The Base academic entity dean/director may approve or reject the request.
4. Requestor will identify if this is department to department, college to college, center to college, center to center, or college to center joint appointment.
5. Requester will also identify whether it is continuing or fixed-term joint appointment.
6. **If base department approves, complete paperwork will be submitted to the appropriate vice president (Vice President for Academic Affairs or Vice President for Research and Graduate Studies) for approval.**

7. If the appointment is approved, the following approval will occur through the Office of the Vice President for Academics **or** Vice President for Research and Graduate Studies:
 - If department to department appointment, approvals of college dean and Vice president for Academics are needed.
 - If college to college appointment, approvals of both deans and Vice President for Academics are required.
 - If college to center or center to college appointment, approvals of college dean, Director of Center, VP academics, and VP research are needed.
 - If center to center, approvals of center directors/dean, VP academics, and VP research are needed.
 - Official letters from Vice President for Academic Affairs **and/or** Vice President for Research and Graduate Studies for the joint appointment will be provided after obtaining the approvals.
8. In case of rejection, the faculty member may appeal to the appropriate vice president.



Qatar University Joint Appointment Approval Form

The requestor (Faculty or Host Academic Entity) should fill the form and provide all the required documents. Official letters from Vice President for Academic Affairs and/or Vice President for Research and Graduate Studies for the joint appointment will be provided after obtaining the approvals. If the appointment is approved, the following distributions will occur through the Office of the Vice President for Academic or Vice President for Research and Graduate Studies:

- An electronic copy of the joint appointment application file is sent to the Base and Host academic entities
- The original letter is sent to the requestor/applicant

Name of Requestor (faculty name or Host Entity): _____

Phone Number: (____) ____ - ____

Email Address: _____

Appointee Name: _____ **Job ID Number:** _____

Title/Rank: _____ **Email:** _____

Base Entity: _____ **Host Entity:** _____

Proposed Effective Date: _____

Please select the joint appointment:

- ☐ Department-to-Department Joint Appointments
- ☐ College-to-College Joint Appointments
- ☐ College-to-Research Entity/Center Joint Appointments
- ☐ Research Entity/Center to College Joint Appointments
- ☐ Research Entity/Center to Research Entity/Center Joint Appointments

Please specify the type of joint appointment:

- ☐ Continuing Joint Appointments
- ☐ Fixed-Term Joint Appointments

Effort:

Base Entity (minimum 65%): _____

Host Entity (maximum 35%): _____

Is the appointee currently in Base Entity:

- ☐ Yes
- ☐ No

Joint Appointment Checklist

- ☐ Description on how the joint appointment would lead to significant advantages to the QU community, to both QU academic entities involved, and to the continued professional development of the faculty member.
- ☐ Scope of the appointee's work
- ☐ Current curriculum vitae

Agreement shall stipulate expectations for the faculty member in the areas of:

- ☐ Teaching
- ☐ Scholarship and services
- ☐ Procedures for faculty evaluation
- ☐ Agreements regarding the allocation of resources
- ☐ The method(s) that will be used to solicit input from the Host Department for annual evaluations and promotion
- ☐ Buy-out time policy
- ☐ The weighting of performance criteria

Approvals:

Name of Appointee: _____

Signature: _____

Date: _____

Name of Head/Director of Base Entity: _____

Signature: _____

Date: _____

Name of Head/Director of Host Entity: _____

Signature: _____

Date: _____

Name of Dean of Base Entity: _____

Signature: _____

Date: _____

Name of Dean of Host Entity: _____

Signature: _____

Date: _____

Vice President for Academic Affairs: _____

Signature: _____

Date: _____

Vice President for Research and Graduate Studies: _____

Signature: _____

Date: _____

