

HARVARD UNIVERSITY

FACULTY OF ARTS AND SCIENCES
UNIVERSITY HALL 1 SOUTH

NINA ZIPSER
DEAN FOR FACULTY AFFAIRS

CAMBRIDGE, MASSACHUSETTS 02138
(617) 496-2969 FAX (617) 495-7941
NINA_ZIPSER@HARVARD.EDU

MEMORANDUM

TO: Department Chairs and Area Deans

FROM: Nina Zipser

DATE: June 23, 2010

SUBJECT: Joint and affiliate appointments

This memo discusses the rules that govern faculty members with more than one appointment at Harvard when one of those appointments is within an FAS ladder-faculty-appointing unit.¹ There are two ways that a secondary appointment can be structured: as a *joint appointment* or as an *affiliate appointment*. Participation in an FAS departmental course or the cross-listing of a course does not in itself provide the basis for either appointment. The responsibilities and rights for joint and affiliate appointments are discussed below.

Joint Appointments

A joint appointment may be considered when a ladder faculty member's scholarly profile extends significantly beyond the intellectual boundaries of his or her department and relates closely to the intellectual program of another unit. Joint appointments may be made between FAS departments, between an FAS department and SEAS, between an FAS department and another FAS ladder-faculty-appointing unit, or between an FAS department and another Faculty or another University-wide ladder-faculty-appointing unit.

Both units should ensure, at the time of appointment, that the FTE allocation and the responsibilities for teaching, advising, and service in each unit are clearly defined. Ordinarily, the level of responsibility should reflect the fraction of the FTE being shared.

¹ This includes all FAS departments, SEAS, History and Literature, Folklore and Mythology, Religion, Social Studies, and Women, Gender and Sexuality.

Faculty members holding joint appointments are *full voting members* in both units and enjoy privileges and responsibilities in each. For this reason, both units involved in the appointment must agree to the terms of the appointment. The full process for creating a joint appointment can be found in the *FAS Appointment and Promotion Handbook*.

Each jointly appointed faculty member has a primary department, which is identified at the time of hire or promotion. The primary department takes responsibility for a faculty member in administrative matters (e.g., initiating reviews and collecting activity reports). In the case of tenure-track joint appointments, both units should be formally involved in all reviews. However, the primary department is ultimately responsible for ensuring that reviews take place in a timely manner. If the faculty member will continue to have a joint appointment upon promotion, both units vote on the promotion, regardless of the FTE split. Also, the chairs of both units should work together to ensure that the jointly appointed tenure-track faculty member is not overburdened with administrative and/or teaching responsibilities and that these faculty members are being appropriately mentored regarding these issues.

Faculty members holding a zero-FTE joint appointment may find, over time, that the responsibilities owed to their primary department make it difficult to adequately contribute to their joint unit. For this reason, faculty members holding zero-FTE appointments will be requested by the chair of their joint unit to undertake a self-assessment of their activity every five years. This assessment provides an opportunity for faculty members with zero FTEs to consider whether they can continue to perform the duties agreed upon at the time of their appointment and whether they wish to continue to be jointly appointed. This is a decision made entirely by the faculty member holding the zero-FTE appointment.

Ordinarily, a faculty member may only hold a titled appointment as Professor in a unit if he or she has a full or joint appointment within the unit.

Affiliate Appointments

An affiliate appointment is made to acknowledge a faculty member's association with another FAS ladder-faculty-appointing unit² or another Faculty. All FAS ladder-faculty-appointing units may offer affiliate appointments. This association may include teaching, student supervision, and research collaborations that are substantial but do not warrant a permanent joint appointment. Affiliations are made for a circumscribed term, usually three to five years. An affiliate appointment for a tenured Professor does not include a titled appointment as Professor in the unit offering affiliate status. Nonetheless, affiliates will be listed in the Affiliate section of the masthead for the unit through the duration of their appointment.

² This includes all FAS departments, SEAS, History and Literature, Folklore and Mythology, Religion, Social Studies, and Women, Gender and Sexuality.

Affiliate appointments for Assistant and Associate Professors are seldom made, due to the additional burdens they may impose on tenure-track faculty.

Affiliate members of a unit do not have the right to vote on tenure appointments but may be invited to vote on individual cases. Affiliate faculty may attend faculty meetings and vote on issues determined by the unit. The list of issues upon which affiliates have a right to vote should be enumerated in a letter from the chair, which is shared with the Dean, before the appointment is made. The intention of this letter is to avoid confusion and unrealistic expectations through the duration of the affiliate appointment. The unit is free, of course, to subsequently ask the affiliate to vote on additional issues. Affiliate status does not, however, confer voting rights beyond the unit (e.g., at regular meetings of the Faculty). The full process for appointing an affiliate is in the *FAS Appointment and Promotion Handbook*.