

TENURED PROFESSOR – JOINT APPOINTMENT / WAIVER OPTION

General Information

- A joint appointment is one in which the faculty member's FTE resides in one department (primary or home department), but s/he is given a without salary (WOS) appointment in one or more departments.
- The department proposing the joint appointment (secondary department) is responsible for coordinating the process.
- A joint appointment should **not** be proposed within another academic personnel review (such as merit increase, promotion, etc.). **A separate dossier must be submitted for a joint appointment.**
- When a holder of a joint appointment is promoted in rank or advanced in step, s/he is to be viewed as holding the new step or rank in both the primary and secondary department.
- At any time during the duration of the joint appointment, the holder may request in writing that the secondary department consider waiving participation in his/her personnel actions.
 - The waiver may be in effect for a period of up to three years, and can be renewed. See the Waiver Option section below for instructions on paperwork to submit.
- UCLA's policy on joint appointments can be found in [The CALL, Appendix 15, I](#).

Dossier Contents (Original and one (1) single-sided copy to Luskin):

- ☐ **Associate and Full Professor Joint Appointment Data Summary** cover page, all fields completed
- ☐ **History Record (entire history; no handwritten entries)**
- ☐ **Data Summary Vote page**
 - Votes from both the primary and secondary departments must be recorded.
 - Be specific as to the motion voted on and the proposed effective date.
 - The sum of the vote tally must equal the number eligible to vote (see [The CALL, Appendix 4](#)).
 - Votes must add up and match the Departmental Assessment/Director's letter **and** DAT.
 - There should be a separate vote on the joint appointment waiver option.
- ☐ **Current CV**
- ☐ **Department Assessment Letters** (*required from both the primary and secondary departments*)
 - This is the letter setting forth each department's recommendation, written under the Chair's signature. The departmental votes on the action(s) should be reiterated in the first paragraph of the letter.
 - The departmental votes on the action(s) should be reiterated in the first paragraph of the letter.

Publications and Teaching Evaluations

These should not be submitted to the Dean's Office

DAT

Process the action in DAT, and submit to the Dean's Office queue before the hard copies of the dossier are delivered.

Routing and Approval

The Luskin analyst will review the case and then forward it to the appropriate Dean for consideration. The Dean will write a recommendation, which will be included in the case when directed to APO. The Vice Chancellor decides the final outcome of the case.

The Luskin analyst will notify the department of the outcome. **Note:** *Once the outcome has been determined and the case is in the department's queue, finalize the action in DAT.*

WAIVER OPTION (Initial Waiver Option and Renewal)

General Information

- The faculty member agrees to waive consideration by the department of any academic personnel actions involving himself/herself. Also, the faculty member waives the right to participate in and the right to vote on academic personnel matters in the secondary department so long as the waiver of the department's participation is in effect.
- The approved waiver may be in effect for a period of up to three years and can be renewed. The end date needs to correspond to the term of the professorial appointment, ending 06/30/YY.

Initial Waiver Option Documents

1. If submitting with original Joint Appointment request, add the L&S Waiver Option for Joint Appointment in a Secondary Department to the file as listed above. Insert after the cover page.

NOTE: The vote page must reflect a separate vote for the waiver.

2. If submitting after approval of the appointment, submit originals of the following:

- ☐ **L&S Waiver Option for Joint WOS Appointment in a Secondary Department**
 - Obtain signatures from the candidate and department chairs
- ☐ **History Record (entire history; no handwritten entries)**
 - Votes from both the primary and secondary departments must be recorded
- ☐ **Data Summary Vote page**
 - Votes from both the primary and secondary departments must be recorded
- ☐ **Department Assessment Letters** (*required from both the primary and secondary departments*)
 - This is the letter setting forth each department's recommendation, written under the Chair's signature. The departmental votes on the action(s) should be reiterated in the first paragraph of the letter.
 - The departmental votes should be reiterated in the first paragraph of each letter.

Waiver Renewals

- Prior to the end date of the current waiver, the primary department submits a *completed* L&S Waiver Option form to The Luskin analyst.

Routing and Approval

The Luskin Office staff will review the case and then forward it to the appropriate Dean for consideration. The Dean has the final approval authority on the waiver actions.

The Luskin analyst will notify the department of the outcome.

DAT

Initial Waiver and Waiver Renewals are not routed in DAT; enter the effective dates of the waiver in DAT after approval has been received.