

TENURED PROFESSOR – INITIAL SPLIT APPOINTMENT

General Information

- A split appointment is when the FTE of the faculty member is split between two or more departments.
- The primary department takes the lead for all academic personnel reviews and coordinates the process with the secondary department.
- The Joint Appointment Waiver Option is *not applicable*.
- UCLA's policy on split appointments can be found in the [The CALL, Appendix 15, II](#).

Submit the following to Luskin:

- ☐ Original plus one (1) single-sided copy and one (1) double-sided copy of the dossier. For the double-sided copy, the cover page through (and including) the vote page must be single-sided, and thereafter double-sided.

Dossier Contents in the order below:

- ☐ **Associate and Full Professor Change of Department Data Summary cover page.**
 - Use the appropriate [Data Summary pages from the APO website](#).
 - Notate the name, primary department's name and percentage and input the secondary department's name and percentage.
 - The Present Status, Proposed Status, Biographical Data, and Mailing Address should be completed in its entirety.
- ☐ **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.
- ☐ **CV**
- ☐ **Department Assessment Letter written under the Chair's signature**
 - The department's vote on the action(s) must be reiterated in the first paragraph.
 - **NOTE:** Voting faculty has the right to review the letter prior to the candidate's review ([see memo](#)).

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. APO will send it to CAP. CAP will examine the case and make a recommendation to the Vice Chancellor, who has final approval authority.

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.*