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**Five College Joint Faculty Positions:  
Searches, Reviews, Revisions (Tenure Track/“Regular”)**

(see also: “Five College Joint Faculty Appointments: Guidelines for Participating Institutions”)

These guidelines have been developed by the Five College Deans, and they will be revised by them from time to time, as recommended best practices. The guidelines do not represent a contract between or among the five institutional members of the Five College Consortium or between any of the five institutional members and Five Colleges, Incorporated, nor do they represent (by virtue of their approval by the Five College Deans) contractual obligations of any of the institutions or Five Colleges, Incorporated to specific joint appointees. Specific contractual obligations of an institution to a joint appointee are limited to those promised by the home institution in direct written communications between the parties. Nonetheless these guidelines will be shared regularly with deans, department chairs, and joint appointees as advice on how best to provide a supportive environment for a joint faculty appointee.

Preamble

The following guidelines are intended to insure that joint appointments work in the best interest of the campuses and joint appointees by clearly describing the responsibilities of home campuses (where appointees are based administratively), host campuses (where appointees are scheduled to teach on a rotating basis under the terms of their appointments), participating campuses (the home and host campuses and other campuses contributing funding to support the position), the Five College Consortium, and Five Colleges, Incorporated, which oversees these appointments under authority of the Five College Deans (the chief academic officers) and the Five College Board of Directors (composed of the presidents, the chancellor of the University of Massachusetts Amherst, and the Executive Director of Five Colleges, Incorporated).

Each Five College Joint Faculty Appointment will have a single, designated, home campus. Other participating campuses will share the cost of the position as arranged by agreement among the deans of the participating campuses. Teaching and service obligations owed by the appointee at each of the participating campuses will be specified in a written agreement (Memorandum of Understanding) among the deans of the participating campuses and will take into account the joint appointee’s contributions to Five College programs and collaborations. Procedures governing hiring and personnel review at the home campus should prevail except as amended by reference in appointment letters by the home campuses to provisions of these guidelines or other specific arrangements; in any case, however, provision should be made to facilitate broad consultation with Five College colleagues from other participating campuses at every stage of mentoring and assessment of a joint appointee. A distinct report of the views of the departments, programs and individual colleagues consulted on each of the participating campuses should be included in recommendations made to the dean at the home campus. The home campus dean will also receive recommendations from the deans of the other participating campuses regarding hiring decisions and other personnel actions.

## *Conducting Searches*

A search committee will include appropriate representatives from one or more of the participating campuses (appointed by their deans in consultation with the Executive Director of Five Colleges, Incorporated) in addition to the representatives from the home campus. Search committees will also include the Executive Director of Five Colleges, Incorporated or the Director's delegate.

Appropriate Five College colleagues, particularly those from campuses other than the home campus, should be invited to meet with candidates during campus visits and to attend presentations by candidates. These presentations should be scheduled at times that facilitate Five College participation. Faculty members and students attending talks should be invited to share written evaluations of the candidates for review by the search committee. The home campus dean and the Executive Director of Five Colleges, Incorporated should meet with candidates during their visits whenever possible.

All members of a joint appointment search committee should participate in any search-related discussions held on the home campus that are usually attended by search committee members from the home campus for a search to fill a full-time tenure-track/continuing position at the home campus.

Recommendations to the dean at the home campus from the search committee and/or from the representatives of the home department must include distinctly the perspectives of the members of the search committee who are not from the home campus, if necessary in a separate letter. These perspectives should also be included in the material reviewed by the deans from the non-home participating campuses before they offer their recommendation on the appointment.

Appointment to a joint position normally will not be made of any candidate who is considered unacceptable by a majority of representatives from either the home campus or from any of the other campuses participating in the appointment. Otherwise, as a general rule, home campus preferences among acceptable candidates will be honored, although consensus among the representatives of all participating institutions should be the goal of all search committees. A letter of appointment to a Five College joint position will be issued to the appointee by the dean of the home campus and copied to the Executive Director of Five Colleges, Incorporated, and to the deans and appropriate department chairs at the other participating campuses. The appointment letter will specify responsibilities of the appointee, including teaching and service commitments owed to each participating institution and to Five College programs. The service commitments in total should be comparable to the normal service expectations of a full-time tenure-track/continuing faculty member at the home campus. The letter of appointment should clearly outline the procedures governing personnel review at each stage, referencing these guidelines as appropriate.

## *Mentoring*

On-going mentoring prior to formal reviews should support the work of appointees in teaching, scholarship and service at all participating institutions. (See the companion document, especially about the work of the Support Committee.)

### *Review for Renewal and Promotion to Tenured or Ten-Year Appointments*

Standards for renewal, promotion, and award of tenure (or, at Hampshire College, appointment to a “Regular” ten-year contract) will be those of the home campus, with the understanding that the teaching and service contributions that are reviewed will include contributions made at any of the participating campuses, including those made to participating departments, interdisciplinary programs and Five College programs, as outlined in the letter of appointment and any associated Memorandum of Understanding about the position (which should also be shared with the appointee) and in any subsequent letter detailing modifications.

Policies regarding use of external reviewers during evaluation of a Five College joint appointee for renewal or promotion should be those followed for other full-time tenure-track/continuing faculty members at the candidate’s home campus, with provision made to consult Five College faculty members from other participating campuses in the selection of external reviewers. External reviewers for Five College joint appointees should not include faculty members from any of the five institutions.

In conducting any performance reviews the home department must consult with the appropriate departments and interdisciplinary programs at the other participating campuses and Five College programs, seeking formal written commentary. The home department should coordinate those requests with Five Colleges, Incorporated, which will take responsibility for coordinating the sharing of materials to be reviewed and the soliciting of responses. The staff of Five Colleges, Incorporated, may also provide assessments of a candidate’s contributions to Five College programs. The departments, interdisciplinary programs, and Five College programs to be consulted will be identified in the letter of appointment, the Memorandum of Understanding about the position or through consultation with the candidate at an early stage of the review process. Those individuals asked to contribute to these assessments in addition to those identified by the candidate will be identified by the deans of those campuses in consultation with the Executive Director of Five Colleges, Incorporated.

The candidate for a performance review should prepare a subset of the home campus review dossier to be shared with faculty colleagues and deans at the other institutions for their review. If the Memorandum of Understanding about the position does not stipulate whether the student course evaluations at the home campus and/or external reviews of the candidate’s scholarly and creative work are to be included in the review dossier provided to those at other institutions, the candidate may choose to include them following the policies and procedures of the home institution. This subset of the dossier should be provided by the candidate to Five Colleges, Incorporated, to be forwarded to those at other campuses contributing to the review.

The home campus committee charged with reviewing an appointee for renewal or promotion is encouraged to include one or more representatives of other campuses hosting the appointment from the appropriate departments, interdisciplinary programs and Five College programs. Persons from hosting campuses who participate on a review committees at the home campus should be selected by the deans of those campuses in consultation with the Executive Director of Five Colleges, Incorporated.

Recommendations from the home campus review committee should address the candidate's success in fulfilling each of the commitments outlined in the letter of appointment, including specific comments on the candidate's success in fulfilling commitments owed outside the home campus. If there are representatives from the host campuses participating in the work of the home campus's review committee, the work of that committee should report distinctly the conclusions of the home campus's members and the conclusions of the host campuses' representatives. The direct written recommendations from those at other departments and programs must be included in the recommendation forwarded to the home campus dean.

The dean of the home institution (chief academic officer of a college; dean of the appropriate college at UMass) must also ask Five Colleges, Incorporated to provide in writing separate recommendations or a consensus recommendation from the other deans of the Five College Deans Council. Those deans will provide their recommendations based on the recommendations of departments and programs from their campuses and on their own review of the dossier prepared by the candidate. If the participating deans do not reach a consensus following deliberations with deans from all five institutions, a vote will be taken among those deans whose campuses participated in the position during the period under review. (If the period under review includes some time when the position was supported by funding from Five Colleges, Incorporated or from grants to Five Colleges, Incorporated, all deans will have a vote should a vote be taken.) Normally, the deans from the participating campuses other than the home campus will not recommend tenure for any candidate who is not supported by a positive consensus among the recommendations of the departments and programs of the participating institutions other than the home campus. The dean of the home campus should include the Five College Deans' recommendation in the overall review process according to the policies and procedures of the home campus.

### *Communicating Decisions*

The communication of the decision on the home campus resulting from any review process should be shared with the candidate according to the practices on the home campus. The dean at the home campus should communicate the outcome of the review process to the Five College Deans Council and to Five Colleges, Incorporated, as permitted by the home campus policies.

### *Revision of the Terms of a Five College Joint Faculty Appointment*

The Five College Deans may approve a revision in the contributions from participating campuses and/or a revised agreement on the teaching and service expectations of the appointee. Normally such revisions should be confirmed at least one full academic year before they take effect. Such changes will be considered only after the Deans have consulted with the appropriate representatives of their campuses and with Five College programs about the possible revisions and after the dean of the home institution has carefully consulted with the joint appointee and the chair of the appointee's department and/or interdisciplinary program. The confirmation of the changes in teaching and service expectations should be communicated to the appointee by the appropriate officials of the home campus.

*Communicating Dissatisfaction with Performance, Withdrawal of an Institution from a Five College Joint Faculty Appointment*

Concerns or dissatisfaction by a participating campus with a joint appointee's performance of duties for that campus should be communicated at least annually by the dean of the participating campus following consultation of its faculty members and dean; these concerns should be shared with the home campus department chair and dean as well as with the appointee.

If the dean of a participating institution develops significant concerns about the appointee's performance that would merit a negative decision on reappointment or tenure or a decision resulting in termination or dismissal of a full-time faculty member at that dean's campus, following consultation with the dean and department chair at the home campus the dean of the host campus should provide a formal warning in writing to the appointee (with a copy to the dean and department chair at the home campus) with a request for an improvement plan.

If the appointee's continued or cumulative performance at the participating campus remains at a level meriting denial of tenure or termination of appointment at the participating campus in one or more of the areas of teaching at the campus, scholarly or creative work, service to the campus, or observance of faculty and employee policies, the participating dean must notify the home dean and the other participating deans of that campus's impending withdrawal from the joint appointment arrangement. After tenure has been awarded, only in extreme circumstances of unsatisfactory performance sufficient to merit dismissal or termination of tenure at a participating campus in the areas of teaching at the campus, service to the campus, and/or observance of faculty and employee policies may that participating institution withdraw from the arrangement for a joint position. (Withdrawal from the arrangement means to cease funding contributions at the end of a fiscal year at the home campus and to cancel future teaching and service expectations at a specified time. For notice of withdrawal before tenure is awarded, the notice must be given at least one full calendar year before the withdrawal of funding: funding contributions must continue until the date of withdrawal even if no further teaching by the faculty member occurs on the campus of the withdrawing institution after an earlier date. For notice of withdrawal after tenure has been awarded, the notice must be given at least two full calendar years before the withdrawal of funding takes effect: funding contributions must continue until the date of withdrawal even if no further teaching by the faculty member occurs on the campus of the withdrawing institution after an earlier date. Withdrawal of funding after the award of tenure may not be based in whole or in part on a host or participating campus's dissatisfaction with the quantity or quality of a joint appointee's scholarly or creative work; though a participating campus may withdraw for violation of its policies on scholarly integrity.)

If the dean of any participating institution withdraws funding for a joint appointment, the candidate holding that position may be continued in a new appointment beyond the withdrawal of funding if the home campus provides replacement funding and assumes the relinquished teaching and service contributions of the appointee or if the remaining participating institutions replace the withdrawn funding in exchange for satisfactory adjustments in the expected teaching and service contributions. In such a situation, a formal agreement for a new appointment with assignment of responsibilities and changes in funding contributions must be reached by the participating deans and provided to the appointee at least one year in advance of any changes. However, if all participating institutions other than the home campus withdraw funding,

thereafter the position, if continued by the home campus, will no longer be a “Five College Joint Faculty Appointment.”