

Approved 02/18/2010

## **Five College Joint Faculty Appointments: Guidelines for Participating Institutions**

(see also:

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

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.

Faculty members holding Five College joint appointments provide crucial service at all five institutions even when they do not teach at all five institutions — and have done so for over 30 years: 58 have served in visiting, three-year, probationary tenure-track or tenured appointments since 1972. Currently, 24 hold appointments at the campuses in at least 21 fields. Their scholarly specializations and perspectives address critical needs at the campuses that the campuses cannot satisfy independently; and their commitment to working cooperatively across the campuses strengthens scholarly and creative work, curricular offerings, and opportunities for students throughout the consortium.

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).

**Key Five College personnel who may be contacted regarding the exercise of responsibilities under these guidelines are: Neal Abraham, Executive Director; Nate Therien, Director, Academic Programs; and Sue Dickman, Five College Staff Assistant for Joint Faculty Appointments. Ms. Dickman will work directly with personnel on the campuses and with joint appointees to support these appointments.**

## Responsibilities of Five Colleges, Incorporated

- Serves as liaison to the Five College Deans re: all aspects of the Joint Appointment Program.
- Supports Joint Faculty search committees. (See: “Five College Joint Faculty Positions: Searches and Reviews (Tenure-Track/‘Regular’)”.)
- Through regular consultation and review of draft and final appointment letters and memoranda of understanding among participating schools, ensures that the joint appointee’s obligations at the home and host campuses (teaching, advisement, supervision of independent work, service responsibilities, etc.) are defined and communicated in writing to the joint appointee and appropriate personnel at all participating campuses.
- Provides updated lists of joint appointees and teaching rotations to deans, department chairs and others at all five institutions (including business officers, departmental support staff members, librarians, information technology offices, athletic directors, etc.).
- Insures appointment of a Support Committee composed of faculty representatives from each institution participating in the appointment, normally the chairs of the departments or programs receiving courses from the appointee (or chairs’ designees). (A Support Committee will be chaired by the representative from the home campus.)
- Convenes the Support Committee annually to develop and update two-year course rotations among campuses participating in each appointment.
- Helps the joint appointee to publicize courses on all five campuses.
- Collects information regarding course rotations, enrollments, and course evaluations for reports to the Deans and for use in personnel reviews.
- Provides information and assessments from Five Colleges, Incorporated to personnel reviews on the performance of a joint appointee in designated areas of service to Five College programs.
- Ensures Support Committees appropriately conduct mentoring activities and provide access to other mentoring activities on the campuses.
- Provides planning support and implementation support for personnel reviews for each appointee, as outlined below. (See also: “Five College Joint Faculty Positions: Searches and Reviews (Tenure-Track/‘Regular’)”.)
- Reviews requests from any joint appointee for teaching support not ordinarily supplied by the appointee’s home or host campuses to other faculty members at those campuses and provides assistance in meeting those requests.
- Regularly reviews their responsibilities outlined in these guidelines with appropriate persons at the home and host campuses and with the appointees .
- Serves as a resource to each appointee and each participating institution working under these guidelines to insure all parties are well served by joint faculty appointments.
- Arranges for parking permits valid at all participating campuses.
- Confirms arrangements for the resources provided by the campuses.

## Responsibilities of the Home Campus

Establish terms and conditions of appointment through

- clear appointment letters;
- clear statements of expectations for teaching, service and scholarship for each joint appointee for which it is the home campus;
- clear statements of eligibility for all faculty development benefits offered full-time faculty members at the home institution with similar rank and tenure status; and
- clear statements regarding procedures for performance reviews that specify how all expected work at the consortium schools will be assessed and credited.

Determine joint appointee compensation and benefits, and administer payroll, benefits, and all other services ordinarily supplied to full-time faculty members at the home institution.

Designate the chair of the Support Committee (ordinarily the chair of an appointee's department or the chair's designee). The Chair of the Support Committee will:

- Ensure orientation of joint appointees to various departmental and institutional resources generally available to full-time/continuing faculty members at the home campus.
- Work with the joint appointee and members of the Support Committee from host campuses to: identify courses the joint appointee will offer on home and host campuses; and develop and update a two-year teaching schedule for the appointee.
- Ensure the joint appointee receives all mentoring support ordinarily provided full-time tenure-track/continuing faculty members at the home institution, together with advice and support from other members of the Committee regarding the candidate's work at their campuses.
- Work with other members of the Support Committee to insure personnel reviews that fairly and thoroughly reflect an appointee's teaching and service both at the home and host campuses. (See: "Five College Joint Faculty Positions: Searches and Reviews (Tenure-Track/'Regular'").)
- Provide annual feedback in the same way--and proportionately in the same amount--as for other full-time tenure-track/continuing faculty members at the home campus.
- Arrange peer observation of classes taught on the home campus equivalent to what is done for other full-time tenure-track/continuing faculty members at the home campus.

## Responsibilities of Host Campuses

Each year, each appointee's host campus(es) will designate faculty members to serve on the appointee's Support Committee (normally the chair of the department receiving courses from the joint appointee or the chair's designee). (Note: The Support Committee will be chaired by a representative from the appointee's home campus.)

Representatives from host/cooperating campuses will:

- Introduce appointees to departmental and institutional colleagues, including appropriate support staff members.
- Insure orientation of joint appointees to departmental and institutional resources generally available to full-time tenure-track/continuing faculty members at their campuses.
- Confirm provision by their campuses of resources listed below (in collaboration with Five College staff).
- Work with the joint appointee and other members of the Support Committee to identify courses the joint appointee will offer on home and host campuses and to develop and update annually a two-year teaching schedule for the appointee.
- Help joint appointees effectively publicize courses on their campuses (through campus course catalogues, departmental flyers, word of mouth, etc.).
- Work with other members of the Support Committee to mentor the joint appointee, particularly with regard to teaching and any other services included in the joint appointee's obligations on host campuses. This mentoring should include regular, formative evaluation of performance.
- Work with other members of the Support Committee, particularly its chair, to insure a personnel review that fairly and thoroughly considers an appointee's teaching and service on all campuses, particularly considering the teaching and service outlined in the letter of appointment and any other statement of expectations for the position.
- Provide annual feedback in the manner and proportionate substance equivalent to feedback given to other full-time tenure-track/continuing faculty members. Arrange peer observation of classes taught on the host campus equivalent to what is done for other full-time tenure-track/continuing faculty members at the host campus.

## Resources provided by host campus(es) when the appointee teaches on the campus

- An office for meeting students, even if shared (including phone service and a computer with access to email and the internet).
- A well-marked mailbox for receiving student communications and institutional and Five College mail that is comparable to mailboxes supplied other full-time/continuing faculty members.
- Access to photocopying machinery or clerical services comparable to that extended other full-time/continuing faculty members on host campuses and clear instructions re: how to access photocopiers or these services.
- Support for teaching that is normally supplied to full-time tenure-track/continuing faculty members on host campuses if that support is normally allocable on a per course basis.

## Responsibilities of all Participating Campuses

*Other resources that should be extended each semester on every campus participating in the position regardless of where the appointee is teaching*

- Inclusion on appropriate departmental and institutional mailing lists, listservs, etc.
- Continuous maintenance as a faculty member in the campus's course management system.
- Continuous maintenance of privileges for an email account.
- Access to staff support (school, department or program secretary/assistant) proportionate to that supplied other faculty members.
- Continuous maintenance of privileges for a Campus ID.
- Continuous privileges to request classroom assignments and timely information regarding how to request these assignments.
- Invitation to orientations for new faculty members. (Attendance is optional except for those sessions conveying host campus policies.)
- Invitations to departmental, interdisciplinary program and/or college meetings ordinarily open to full-time tenure-track/continuing faculty members at the corresponding rank and appointment status. (Attendance should be optional unless related responsibilities are explicitly included in the terms of the Five College appointment, per agreement by the Deans.)
- Remote access to electronic databases held at the participating campus that are normally available to full-time tenure-track/continuing faculty members at that campus.
- Faculty borrowing privileges at libraries on the participating campus comparable to those accorded other full-time tenure-track/continuing faculty members at that campus.
- Formal input during performance reviews and in any other times of extreme dissatisfaction as described in "Five College Joint Faculty Positions: Searches and Reviews (Tenure-Track/'Regular')".
- Access to athletic and recreational facilities comparable to those supplied other full-time tenure-track/continuing faculty members at the host campus.