

DUAL FACULTY APPOINTMENT GUIDELINES AND PRINCIPLES

Within WUSM Only

December 2010

1. Both appointments must be on the same track and at the same rank.
2. A dual appointment must be an even division of effort between departments and/or programs (i.e., can only be 50%/50% split of total effort). Any other division represents a Primary and Secondary appointment between WUSM units.
3. Tenure, when awarded, must be held in both units equally. The policies by which tenure is to be reviewed and recommended must be defined in advance and should be maintained consistently for all dual appointments between any two units.
4. The faculty member who is dually appointed has a vote in each unit but only one vote at the school level.
5. Nothing about the policies on dual appointments or holding of such appointments changes current benefit policies, programs, eligibility or benefits provided by Washington University.
6. Information on appointment, grants, space and all relevant financials for the dually appointed individual should be made available to the leadership of both units.
7. The Dean is responsible for resolving disagreements between units by whatever means deemed most appropriate for any and all aspects of the dual appointment.
8. Each dual appointment requires a written memorandum of understanding (MOU) to be signed by the department heads and the Dean. APGAR provides for the Dean to approve the units' request for a committee review and confirmation of appointment. The process for reviewing, confirming or revising dual appointment status must conform to the provisions defined in APGAR.
9. The MOU must:
 - a. Designate one of the two units as the "administrative unit" that will (i) provide administrative approvals and assurances; (ii) coordinate as needed to ensure compliance with University policies, sponsor policies and federal, state and local laws and regulations; and (iii) communicate as appropriate to the leadership of both units.
 - b. Indicate the rank and track of appointment, and the time off model;
 - c. Explicitly describe the processes that will be followed with respect to performance reviews and decisions involving reappointment, nonrenewal, promotion, and tenure, including how review/promotion committees will be constituted, how voting will be conducted, and how disagreements regarding such decisions will be resolved;
 - d. Describe how decisions will be made regarding academic responsibilities devoted to the different departments, including but not limited to, teaching, service, research and clinical responsibilities;
 - e. Clearly define how total compensation will be established as well as the rules on division of income and expenses between units, including each unit's contribution to the faculty member's total salary;
 - f. Describe how decisions will be made on space assignments;
 - g. Define the level and type of access to information on appointments, grants, space and financials that will be made available to the leadership of both units.
 - h. Comply otherwise with university and medical school policies.
 - i. Be shared with the faculty member.

10. The faculty member should be informed in writing of basic terms and conditions of the dual appointment (as part of the offer letter if a new appointment). This should include:
 - Rank and track
 - Total compensation arrangements
 - Total effort and the expected division among teaching, clinical and research responsibilities
 - Processes for review and determination of performance, promotion and tenure review
 - Commitments of support in terms of staff, space and other resources
 - Academic rights and responsibilities within each department
 - Any other information deemed pertinent by the Department Heads.

11. Any revision to the MOU must be in writing, signed by the Department/Program Heads, approved by the Dean, and shared with the faculty member.