SEAS Joint Appointment Guidelines

(To be considered in conjunction with the general guidelines in the FAS Appointment and Promotion Handbook.)

http://academic-appointments.fas.harvard.edu/10-joint-and-affiliate-appointments

Voting appointments:

SEAS is receptive to joint appointments of faculty members from FAS departments, or other schools, as voting SEAS members, when the following conditions are met:

(1) *Interest:* They are receptive to such an appointment and support the activities represented in SEAS.

(2) *Distinction in a SEAS domain:* They have been professionally active in an area that fits within the SEAS mission, or that represents a desired extension of that mission, and have achieved recognition for high distinction in that activity.

(3) *Focus of research and scholarship:* They are willing and able to contribute at Harvard to the research and scholarship mission of SEAS. In the case of a large field that overlaps SEAS and other departments, this is understood as contributing in a manner that supports the SEAS primary responsibilities in that field. (For individuals who are already at Harvard, there should be ample evidence of current contributions to that mission, within the constraint of not being currently appointed in SEAS.)

(4) *Participation:* They commit to devoting a significant portion of their time, in aggregate, spent in activities such as teaching, direction of student work, organization or participation in seminars, and academic or administrative committee work, to SEAS courses, students, seminars and committees (including such activities which are joint between SEAS and a sister unit). Normally “a significant portion” would mean a quarter or more, but that is dependent on individual circumstances, including other major activities or responsibilities.

Affiliate appointments:

Individuals who do not fully meet the above conditions, but who wish to participate in SEAS activities (e.g., in teaching) in ways that would be perceived as beneficial to SEAS missions, may be appointed as an Affiliate of SEAS, for a renewable three-year term.

Suggested procedures:

(1) A proposal for a joint appointment is first sent to the Dean of SEAS, along with a cover document that explains the benefit to SEAS and how the above guidelines (1 to 4) will be met, and includes appropriate *c.v.* information. The Dean then reviews the
proposal with the Steering Committee. If considered suitable for distribution to the senior faculty at that stage, the proposal is distributed as a confidential document about which the senior faculty will have a period of time to relay comments to the Dean (or to a faculty member or committee appointed by the Dean). For a proposed zero-FTE appointment (no budgetary commitment from SEAS), the Dean is also to report the present number of appointees of that type. If substantive questions are raised, the Dean may then decide to bring the proposal to the next meeting of the Steering Committee, or, if there are no objections, to put it on the agenda for the next senior faculty meeting.

(II) Individuals who are given a zero-FTE joint appointment are to be requested every five years to complete a self-assessment of their activity, to decide if they aspire to, and expect to, meet the above conditions over coming years, and if so, to affirm that they wish to continue to be jointly appointed. This is entirely a decision to be made by the individuals involved.

(III) Every Harvard faculty position should have corresponding funds for support of graduate students. These will generally be allocated in proportion to fractions of FTE paid by the different units involved with the appointment, whereas the actual allocation of graduate student support funds from the different academic units involved may not be consistent with that proportion. It will be the responsibility of the SEAS Dean to assure that over, say, 5 year periods, appropriate support funds are transferred to or from other units to correspond to the actual support patterns, once corrected for the portions of overhead on external funding that are directed to the different units involved.

(IV) An aspect of joint appointments is that they may put some faculty members in the position of having more influence on the future of Harvard than others, in a manner that is independent of intrinsic merit. To mitigate that, the following is recommended: The Dean is requested to work towards approximate reciprocity in joint appointment guidelines between SEAS and FAS departments having more than one member who is a joint appointee in SEAS.