

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES

Title:	Procedure for Secondary Appointments
Policy Number:	02.71.13 and 02.72.14
Issuing Authority:	Office of the President
Responsible Officer:	Provost
Date Created:	December 1, 2006
Date Last Amended/Reviewed:	November 2022
Date Scheduled for Review:	January 2024
Reviewing Office:	Office of the Vice Provost for Faculty Affairs

Scope of Policy & Rationale:

This policy establishes the terms and conditions for secondary faculty appointments between centers, units, departments, schools, and/or campuses of Temple University.

Definitions:

A secondary faculty appointment occurs when one academic unit is responsible for a tenured, tenure-track, or non-tenure-track faculty member whose expertise is also requested by another center, institute, department, school, and/or campus.

Policy Statement

The academic unit that serves as an individual's primary department is responsible for his/her professional development, merit increases, sabbaticals, tenure, promotion, research, and teaching assignments. The faculty member has full voting rights and privileges in his/her primary department.

The determination of voting rights and duties of the faculty member in the second unit will be determined in writing by the department chair. The duties should reflect the faculty member's area of expertise and may include advising, teaching, committee work, research, and/or administrative duties.

A faculty member with a secondary appointment should hold the same rank for each of the units the person is affiliated with. If this is not feasible, the secondary school rank should not be higher than the rank in the primary academic unit in which their appointment is held.

An initial secondary appointment is valid for a maximum of three years and is made at the pleasure of the deans. In cases where a faculty member continues to participate in the work and activities of the secondary department, a reappointment may be made. If a primary appointment ends, the secondary appointment also ends.

The bulletins of all centers, institutes, departments, schools, and/or campuses in which the faculty member holds an appointment will list the name of the faculty member.

The department chairs will recommend secondary appointments to the appropriate deans. The deans will approve the appointments and will forward all completed materials to the provost.

Notes

1. History:

Adopted by the president on December 1, 2006.

Last amended:

November 2022: Updated to reflect current Bylaws and job titles.

2. Cross References/Appendix:

None