PROTOCOL

G. Reviewing Faculty with Joint Appointments

Joint Appointments (if funded)

Suggested protocol as per DOF

- Follow the process outlined by the ADLOC unit (usually unit of major appointment).
- Synchronize and develop a timeline for reviews and communication between departments and colleges.
- Each department evaluates the dossier package independently.
  - Each department’s P&T committee prepares their own committee discussion report for the Dossier.
  - Each Head prepares a head report for the Dossier.
  - Each department head informs the candidate of their vote and their T&P committee’s vote.
- Both departments are in the same college:
  - The ADLOC department collects all reports and prepares the Dossier.
  - The Dossier goes to the college P&T committee for review.
- Departments in separate colleges:
  - Each department head and dean are responsible for moving the complete Dossier packet forward in their respective colleges.
  - Each college P&T committee and dean review the candidate independently prepare reports. Each dean and inform their own department head.
  - Each dean provides recommendations to the provost

Interdisciplinary (intercollegiate faculties)

- Faculty “having appointments with interdisciplinary (intercollegiate) faculties are to be reviewed and evaluated for promotion and tenure by the secondary unit”

Suggested protocol as per DOF

- Chair of IDP prepares a letter of recommendation.
- The letter is included in Dossier.
- **NOTE:** DOF indicated that all member of an IDP, regardless of level of activity, should have a letter from the Chair of the IDP.