



<b>Institutional Handbook of Operating Procedures</b> <b>Policy 05.03.07</b>	
Section: Faculty Policies	Responsible Vice President: Executive Vice President & Provost
Subject: Appointments & Ranks	Responsible Entities: Office of Faculty Relations & Council of Deans

**I. Title**

*Joint Appointments*

**II. Policy**

It is the policy of UTMB that joint appointments of faculty between/among academic units are encouraged for the purpose of enhancing collaboration in all areas of academic work. The salary of a person who is jointly appointed will be apportioned between the schools or academic units on the basis of the services rendered.

The faculty member’s secondary academic rank and tenure track status shall correspond to his or her appointment in primary department .

**III. Procedures**

**A. Joint Appointment Within a School**

To be considered for a Joint Appointment within a school, the chair of both the secondary and primary appointment must submit a written request to the Office of Faculty Affairs for approval by the appropriate Deans, Provost, and final approval by the President. The request must include the term of the appointment and a statement justifying the appointment.

Joint faculty appointments for UTMB faculty members at the same rank and track from another department or school **DO NOT** require school Appointment, Promotion, and Tenure (APT) committee approval, providing they have the approval of the departmental faculty committees of both departments and the chairperson(s) of the department(s).

The joint appointment may take place at any time during the year. The initial joint appointment term should not exceed three (3) academic years. Joint appointments are renewable upon satisfactory review by the chairs of the primary and secondary departments.

**B. Joint Appointment Between/Among Schools**

To be considered for a joint appointment between/among schools, the Dean of each school must submit a written request to the Office of Faculty Affairs for approval by the Provost and final approval by the President.

Candidates for membership in the Graduate School of Biomedical Sciences must hold a faculty appointment in the Schools of Medicine, Health Professions, or Nursing to have faculty status.

Joint faculty appointments for UTMB faculty members at the same rank and track between schools **DO NOT** require school APT committee approval, providing they have the approval of the departmental faculty committees of both departments and the chairperson(s) of the department(s).

The joint appointment may take place at any time during the year. The initial joint appointment term should not exceed three (3) academic years. Joint appointments are renewable upon satisfactory review by the chairs of the primary and secondary departments.

**IV. Relevant IHOP Policies**

[IHOP Policy 05.03.01 Faculty and Designated Appointments](#)

**V. Relevant U.T. System Policies and Procedures**

[Regent's Rules and Regulations, Series 31001, Faculty Appointments and Titles](#)

**VI. Dates Approved or Amended**

<i>Originated: 06/16/1997</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
11/26/2024	4/21/2015