

College of Engineering
Other Academic Appointment Guidelines
(Joint, Courtesy, Affiliate Academic, Academic Affiliate and Adjunct)
Revised May 2019

Joint Appointment

Definition:

A **Joint Appointment** is established when a **faculty member** makes contribution to teaching, research and/or service in **another department or academic unit** in addition to their tenure home department and there is a **salary obligation** from both departments or units.

Promotion and Tenure:

Under Promotion and Tenure Guidelines, for a faculty member with a joint appointment with another department in the same college, the department head of the secondary department should be consulted and submit a letter for the dossier. For faculty members holding a joint appointment in two colleges, the dean of the primary college must consult with the dean of the secondary college prior to preparation of a letter for the dossier. Additional information can be found in the Administrative Guidelines for Policy AC23 *Promotion and Tenure Procedures and Regulations* that are updated annually by the Vice Provost of Faculty Affairs: <http://www.vpfa.psu.edu/promotion-and-tenure/>

Request Process:

A joint appointment will be specified in the offer letter to the faculty member after agreement between both department heads or deans of the academic units about the salary and other details related to the offer. The department heads or deans of both departments or academic units will sign the offer letter.

Courtesy Appointment

Definition:

A **Courtesy Appointment** is used to acknowledge a **faculty member** who makes contribution to teaching, research and/or service in **another department** in addition to their tenure home department with **no salary obligation** from the department in which the courtesy appointment is held.

Consideration for a courtesy appointment will be given to a faculty member who contributes to teaching, research or service for the hosting department in at least one of the following ways: a) teaching a course in the hosting department or in their home department that is cross listed; b) engaging in research activities with faculty members in the hosting department; c) serving on thesis or dissertation committees; d) co-authoring publications with faculty and/or students in the hosting department; e) actively participating on committees that contribute to the research, training or administrative activities of the hosting department.

Promotion and Tenure:

The hosting department will not be involved in the tenure or promotion process for the faculty member with a courtesy appointment. However, the faculty member may request that their tenure home department solicit letters from the Department Head or appropriate faculty in the hosting department to document contributions made. See University Academic Policy AC23 *Promotion and Tenure Procedures and Regulations* (<https://policy.psu.edu/policies/ac23>) for more details.

Request Process:

- 1) The Department Head of the hosting department consults with the Department Head of the faculty member's tenure home about the courtesy appointment. Consultation may also include the department's promotion and tenure committee.
- 2) If both agree to the appointment, the Department Head of the hosting department submits a request the Dean of the College of Engineering. The request should provide the reasons for the courtesy appointment and the expected benefits for the faculty member and the hosting department.
- 3) If approved, the Dean's office will prepare the courtesy appointment offer letter to go to the faculty member using a standard letter template. A courtesy title in the hosting department will be provided to the faculty member
- 4) Courtesy appointments may be conferred for a period of up to three years. Prior to the end of the period, the appointment should be reviewed for renewal.

Affiliate Academic Appointment

Definition:

Under AC85 *Affiliate Academic Appointments* (<https://policy.psu.edu/policies/ac85>), an affiliate academic appointment can be given to recognize the academic qualifications of certain **staff or administrative employees** (other than academic deans and academic department heads) who may on occasion perform educational services, yet whose primary responsibilities do not involve teaching and research.

Titles to be used for those with an approved affiliate academic appointment are outlined in AC85. The assigned title will be based on the academic credentials of the individual and should be consistent with faculty of similar rank under policy AC21 *Definition of Academic Ranks* (<https://policy.psu.edu/policies/ac21>) and College of Engineering Non-Tenure-Line Faculty Guidelines.

Promotion & Tenure

Primary responsibilities do not involve academic teaching and research so not eligible for tenure.

Request Process:

The request to provide an affiliate academic appointment is prepared by the department for whom the employee will provide the service. The appointment must be approved by Department Head where the appointment is offered and the Dean of the college. Extra

(supplemental) compensation will be provided to the employee in accordance with the provisions of HR90 *Extra Compensation for Exempt Staff Employees* (<https://policy.psu.edu/policies/hr90>).

Prior to the end of the period, the appointment should be reviewed for renewal.

Academic Affiliate Appointment

Definition:

In accordance with HR06 *Types of Appointments* (<https://policy.psu.edu/policies/hr06>), an academic affiliate appointment is made to an individual who has an **academic affiliation** with the University, but is **not employed or paid by the University**. This includes emeritus retirees, visiting scholars, and visiting faculty. These appointments recognize individuals who perform educational services such as but not limited to the following without payment nor eligibility for tenure:

- Teaching a portion of a class or serving as an invited guest lecturer in classes and/or seminars
- Interacting with graduate students and committees in accordance with Graduate School policy (<http://gradschool.psu.edu/faculty-and-staff/>)
- Collaborating on research projects, grant-writing activities, or publications.

Request Process:

The academic affiliate appointment must be approved by the Department Head where the appointment is being made and the Dean of the college. The department prepares the appointment letter for signature.

Adjunct Appointment

Definition:

As defined in HR06 *Types of Appointments* (<https://policy.psu.edu/policies/hr06>), employees in the part-time academic employee type are categorized as either teaching (adjunct) or non-teaching. Teaching (adjunct) employees are exempt and may teach a maximum of nine (9) credits per academic semester.

Request Process:

Part-time teaching (adjunct) appointments are submitted by the department to HR Shared Services who process these requests.