**COURTESY APPOINTMENT GUIDELINES**

**School of Plant Sciences**

**Joint, Career Track and Visiting Faculty**

**September 29, 2015** (revised February 28, 2023)

To foster interdisciplinary collaboration and exchange, UA units may grant titles to faculty, academic professionals, and other appropriate appointees. Any obligations involved and the purpose and duration of the title should be spelled out in the letter making the appointment.

**1. JOINT FACULTY**

Joint FacultyAppointments do not involve budgetary commitments to underwrite faculty salaries. Such appointments may include provisions for annual and promotion reviews and shared commitments to providing support and sharing credit for teaching, research, and service contributions.

1) Applications (including a Curriculum Vita) for a Joint Appointment should initially be addressed in writing to the Director of School of Plant Sciences (SPLS) with a statement of intent. The Director will notify the Academic Personnel Policies Committee (APPC) when a review is requested.

2) The APPC will consider the potential appointee for appointment to SPLS and invite the potential appointee to present a seminar to the SPLS on the topic of their research or other scholarly work and to meet with members of the APPC. After these activities, the APPC will advise the School Director of their decision and rationale in a written statement. A majority vote from the APPC is required to move the potential appointee to the next step. If positive, the School Director will call for a vote of the Faculty on the APPC recommendation.

3) An appointment will be made with the approval of at least 51% of the voting-eligible members of the SPLS faculty. The School Director will contact the Appointee with the outcome.

4) SPLS Joint Faculty will be reviewed every seven years, to coincide with the Academic Program Review, to ascertain if continuation of the appointment is justified. The APPC will review an updated CV and vote (majority required) whether to recommend continuation or discontinuation of the appointment. The APPC will communicate the recommendation (and vote) to the School Director, who will call for a vote of the Faculty on the APPC recommendation. At least 51% of the voting-eligible faculty must approve the recommendation.

**The role and privileges of Joint Faculty**

1) A Joint appointment is made when active scholastic activities are intended.

2) A Joint appointee is expected to take an active role in the unit. An active role implies involvement in activities that are considered acceptable for tenure track and continuing appointment faculty categories. Examples of such activities should include at least two of the following (or related) activities:

a. Teaching/co-teaching of undergraduate or graduate courses or laboratory units.

b. Research or other scholastic collaboration with one or more faculty members in the unit.

c. Occasional service on SPLS committees as appropriate to the circumstances.

d. Attending and presenting seminars.

e. Membership on graduate student committees.

3) A Joint Faculty member will have the right to be a full member or chair of a graduate student thesis or dissertation committee.

4) Joint Faculty have no voting privileges in SPLS affairs, but their informal opinions and suggestions may be solicited.

**Table 1. Summary of Joint Faculty appointments in the School of Plant Sciences, University of Arizona.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **UA Affiliation** | **Responsibilities** | **Duration of**  **Appointment** | **Voting** |
| Joint Faculty | UA Employee | Same as regular faculty, per job description | 7 years | No |

2A. **CAREER TRACK RESEARCH FACULTY-**

**Career track research faculty (CTRF)** status applies when a unit assigns a title to an appointee as a faculty member who is not employed at the University, is not eligible for tenure and does not have global, adjunct, or visiting status. For example, this title could be employed for those in the University of Arizona region (eg. at the USDA or other local research facility) or elsewhere who have a mutual interest with the unit (<https://hr.arizona.edu/supervisors/employment-benefits/employment-categories>). This title applies and is valid only while the purpose of the appointment continues.

1) Applications (including a Curriculum Vita) should be addressed in writing to the Director of School of Plant Sciences (SPLS) along with a statement of interest. The Director will notify the Academic Personnel Policies Committee (APPC) when a review is requested.

2) The APPC will consider the potential appointee for appointment to SPLS and invite the potential appointee to present a seminar to the SPLS on the topic of their research or other scholarly work and to meet with members of the APPC. Upon completion of these activities, the APPC will advise the School Director of the Committee’s recommendation (including the underlying rationale) in a written statement. A majority vote from the APPC is required to move the potential appointee to the next step. If positive, the School Director will call for a vote of the Faculty on the APPC’s recommendation.

3) An appointment will be made with the approval of at least 51% of the voting-eligible members of the SPLS faculty. The School Director will contact the Appointee with the outcome.

4) Review of SPLS Career Track Research Faculty will be conducted **every 5 years** to ascertain if continuation of the appointment is justified. The APPC will review an updated CV and vote (majority required) whether to recommend continuation or discontinuation of the appointment. The APPC will communicate the recommendation (and vote) to the School Director, who will call for a vote of the Faculty on the APPC recommendation. At least half of the voting-eligible faculty must approve the recommendation.

**The role and privileges of Career Track Research Faculty**

1) Career track research (CTR)faculty are extended privileges https://hr.arizona.edu/sites/default/files/DCC\_Srvc\_Matrix.pdf) such as a CatCard, NetID, keys/building access, library privileges, discounted Campus Rec membership, event discounts and eligibility to purchase parking permits. CTRF may also request certain unit privileges: a mailbox, the right to submit grants through SPLS, assistance with administering grants that are awarded, use of copy and fax machines, telephones, etc. on a pay-as-you go basis, assistance of the business staff for duties related to teaching, and office space to carry out their specified role.

2) CTR faculty can be nominated by the unit to be a member of the Graduate College faculty which is subject to approval by the graduate college. If approved, such faculty may serve on thesis and dissertation committees and may also serve as Major advisors for graduate students in the School of Plant Sciences.

3) CTR faculty typically do not have voting privileges in School affairs, but their informal opinions and suggestions may be solicited half of voting-eligible faculty.

**Table 2. Summary of Career Track Research Faculty appointments in the School of Plant Sciences, University of Arizona.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **UA Affiliation** | **Responsibilities** | **Duration of**  **Appointment** | **Voting** |
| CTR Faculty | Non UA Employee | Same as regular faculty, per job description | 5 years | No |

**3. VISITING FACULTY**

**Visiting Faculty** appointments are year-to-year with no consideration of tenure or continuing status, and have no monetary compensation. Requests for Visiting Faculty status should be made directly to the School Director. All such appointments are to be reviewed annually by the School Director, and are to be discontinued if the individual has no substantial direct or collaborative role in the School.

Visiting facultyare distinguished from Career Track Research Faculty in having a regular faculty appointment at another institution. Visiting status applies to appointments of people who are at the rank specified, or its equivalent at their regular institutions.

**The role and privileges of Visiting Faculty**

1) Visiting faculty appointees may request certain unit privileges: a mailbox, the right to submit grants through SPLS, assistance with administering grants that are awarded, use of copy and fax machines, telephones, etc. on a pay-as-you go basis, assistance of the business staff for duties related to teaching, and office space to carry out the specified role.

2) Visiting Faculty can, according to Graduate College regulations, serve on thesis and dissertation committees, but only in the capacity of Special Member with Graduate College approval.

**Table 3. Summary of Visiting Faculty appointments in the School of Plant Sciences, University of Arizona.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **UA Affiliation** | **Responsibilities** | **Duration of**  **Appointment** | **Voting** |
| Visiting Faculty | Non UA Employee | In accordance with criteria and arrangements of the visit (School Director and Unit Host) | Per formal agreement, up to 1 year | No |