

## NEW YORK UNIVERSITY ABU DHABI Guidelines for Cross-School Appointments, Affiliation/Association

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Issuing Authority:	NYUAD Office of the Provost
Responsible Officer:	NYUAD Office of the Vice Provost of Academic Policies & Governance

### 1. Introduction

Faculty appointments in more than one school at NYU and in more than one division within NYUAD (cross-appointments) may be made in one of three University approved categories, Joint, Associated, and Affiliated, which carry designated rights, privileges, and responsibilities. Terms of appointment, including recruitment and review for reappointment, promotion, and tenure, are governed by University policies and school procedures.

The following guidelines have been established for NYU Abu Dhabi (NYUAD) to foster interdisciplinary dialogue, research collaboration and curricular synergies among NYUAD faculty, as well as between NYUAD faculty and other units across NYU. They are being implemented at NYUAD to supplement NYU faculty policies as outlined in the NYU Faculty Handbook.<sup>1</sup> If any part of these guidelines is inconsistent with NYU policies, the NYU policies then in effect will control.

### 2. Procedures

- a. Candidates for cross-appointments should be provided with explicit descriptions of their rights in and responsibilities to each unit of appointment, in conformity with the title applied (Joint, Associated or Affiliated).
- b. Joint and Associated appointments carry the right (subject to usual program and NYUAD reviews, approvals and annual considerations of curricular needs) to teach courses and supervise students, in each program to which they are appointed. In the case of Joint or Associated, but not Affiliated appointments, the arrangements for distribution of teaching and advising responsibilities are to be formalized and provided to the candidate in writing. Affiliated appointments may be made based on informal agreement.
- c. Salaries for Joint appointees, but not Associated or Affiliated faculty, are allocated to the respective schools, divisions and programs involved in proportion to the distribution of effort between the units (cross appointments between programs and divisions are treated as joint

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<sup>1</sup> <https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/other-faculty-policies/faculty-appointments-in-more-than-one-unit.html>

- appointments). Annual merit reviews and allocation of department salary pools for Joint appointees are made in each unit, separately, and forwarded to the Dean in the normal fashion.
- d. Annual evaluations and merit salary increase recommendations for all individuals in Associated or Affiliated appointments are made in the division of their primary appointment using accepted procedures. *(It is recommended that in cases of Associated appointments that the head (or salary committee) of the secondary unit of appointment provide to the Dean of the division where the faculty member has a primary appointment a written merit evaluation of the appointee. In cases in which there is marked disagreement, the heads of the units should discuss the matter and report the outcome to the NYUAD Provost.)*
  - e. Annual evaluations of tenure-track faculty with joint appointments, particularly during Third Year Review, must be made with particular attention to the guidelines above.
  - f. Third Year Review for Associated and Affiliated appointees must be carried out by the primary unit using its standard procedures. For Associated appointments the review committee may include representation of the secondary unit on the review committee (typically one-third of its membership).
  - g. Evaluation of Joint appointees in their third year of a tenure-track position must be made by an ad hoc committee consisting of eligible faculty from each unit in proportion to the commitment of the appointee to each unit. Results of this evaluation must be reported back to each unit for further evaluation and final recommendation to the NYUAD Provost, in accord with standard procedures.
  - h. Reviews for Promotion and Tenure of faculty in cross-appointments must conform to the NYUAD "Promotion and Tenure Guidelines and Procedures".
  - i. Reviews for Promotion and Reappointment of faculty in cross-appointments must conform to the NYUAD "Guidelines for Full-Time Continuing Contract Faculty (CCF) Appointments".
  - j. All evaluations of individuals appointed to more than one unit, whether part of an annual review of all faculty or preparatory to a recommendation for reappointment, promotion or tenure, must include an explicit discussion of the special circumstances of the appointment, expectations for the candidate's multi-disciplinary activities, perspective and position, and the judgment of how well the appointee has met these expectations. Where such matters extend beyond the scope of the participating units, the Deans may request additional input from faculty or administration of other schools, or may themselves directly add such considerations to the process.
  - k. Special sensitivity must be shown to cross-appointments in two units that have differing rights and privileges within the University. A typical example is a joint appointment between a program and a department, with the latter having more authority to make recommendations concerning promotion and awarding of tenure. Such situations can pose particular difficulties for junior faculty. In such cases, decisions regarding the process of recruitment, annual review and evaluation for promotion and tenure, including composition of committees, responsibilities, and the authorities of each unit, should be made prior to authorization for recruitment, in close consultation with the Divisional Deans and the NYUAD Provost.
  - l. Faculty with Joint appointments fully participate in the faculty of governance their secondary unit (depending on the unit's respective governance guidelines), but have voting rights for University senatorial representation only in their primary unit.
  - m. In the case of joint appointments between departments and programs, faculty will be listed on the staffing and salary sheets of both units. A full evaluation of the cross appointed faculty member

for annual merit rankings, third year review, and promotion and tenure will be expected from both the program and the department. Moreover, the department is obligated to take into account work done by the faculty member in programs when evaluating performance in accordance with the original authorization for recruitment.

### 3. Terms of Cross-Appointment

The terms of cross-appointment are defined in the [Agreement for Cross Appointed Faculty](#) is agreed to by the two units involved in the cross-appointment process. A description of the rights, privileges, and responsibilities of each cross appointment can be found in the table below.

Cross Appointments: Rights, Privileges, Responsibilities					
	Traditional			Global Network Professor	
	Joint	Associated	Affiliated	Conferred on Portal-Based Faculty	Conferred on NY-Based Faculty
1. Additional Title	Yes	Yes	No	Yes	Yes
2. Probationary timetable per primary unit only	Yes	Yes	Yes	Yes	Yes
3. Voting rights for University senatorial representation in primary unit only	Yes	Yes	Yes	Yes	Yes
4. Participation in faculty governance of both units	Yes	No	No	No	Yes*
5. Listing in all units' catalogs and websites	Yes	Yes	Yes	Yes	Yes
6. Expectations for teaching/training/mentoring in both units	Yes	Yes	No	Yes	Yes
7. Shared third year, promotion, tenure review	Yes	No	No	Yes	No

\*Subject to the eligibility provisions of each respective campus

#### 4. Initiation and Approval of Cross-Appointment

- a. Faculty seeking an affiliated, associated, or joint appointment should provide a CV and statement of interest for review to the Divisional Dean of his primary unit in advance of their consultation with the Dean about a possible cross appointment with another department.
- b. In case the Dean agrees to support a cross-appointment if approved by the second unit, the Dean send a request for cross appointment to the respective Dean of the secondary unit.
- c. In case the Dean of the secondary unit supports this request, the request is forwarded to the respective program head in the secondary unit to solicit feedback from program faculty.
- d. Faculty seeking an associated or affiliated appointment are not required to hold a job talk in the program / division of the secondary unit. The respective program faculty may vote based on their CV and statement of interest alone.
- e. Faculty seeking a joint appointment are required to hold a job talk in the program / division of the secondary unit.
- f. In case of a vote in favor of a cross-appointment by the respective program faculty, the Dean of the respective secondary unit forwards the signed the [Agreement for Cross Appointed Faculty](#) to the Dean of the respective primary unit of the faculty member.
- g. The Dean of the respective primary unit of the faculty member then forwards the agreement signed by all parties to the NYUAD Provost Office.
- h. If approved by the NYUAD Provost Office, the request will be forwarded to the NYU Provost Office. *In case of affiliate and associate appointments, the NYUAD Provost will notify the faculty member simultaneously to to submitting the request to the NYU Provost Office. In case of joint appointments, the NYUAD Provost will notify the faculty member after receiving written approval from the NYU Provost Office.*
- i. In case a cross-appointment is being explored during a faculty recruitment process, it is the responsibility of the lead unit (usually defined as the unit which leads the recruitment process) to initiate the "Agreement" and obtain the requisite endorsement of the other participating unit.
- j. In case of a joint appointment, the unit initiating the cross-appointment process will typically also be the first reference unit in the respective title of the faculty member. If the primary appointment is in the Engineering Program at NYUAD and the secondary appointment is in the History program at NYUAD, the title for a joint appointment would be "Professor of Engineering and History".