

JOINT and INTERDISCIPLINARY APPOINTMENTS

Definitions:

- A. **Joint Appointment:** An appointment is joint when the individual is qualified in the disciplines of two (or more) schools/departments and fulfills functions and responsibilities in each school/department.
- B. **Interdisciplinary Appointment:** An appointment is interdisciplinary when the individual, qualified in one discipline, fulfills significant functions and responsibilities in more than one School/department of instruction or in a School/department of instruction and in another unit of the University such as an Institute or Center
- C. **Home and Host Schools/ Departments:** At the time of the appointment, the School/department which best represents the individual's principal discipline as determined by education, training and academic interests, is designated the home School/department. The other is the host.
- D. **Administrative School/department:** The School/department, Institute, or Center which assumes the continuous responsibility for processing the required appointment and payroll documents is the Administrative School/department
- E. **Position School/department:** For Officers of Instruction, the position school/department is the instructional School/Department which best represents the officer's principal discipline and grants the academic appointment. For Officers of Research the position school/department is the school/department/institute/Center in which the individual is appointed.

SECTION I

Section I applies to joint and interdisciplinary appointments for Officers of Instruction involving two or more Schools and/or Departments of Instruction or one School/Department of Instruction and another unit of the University such as an Institute or Center in accordance with the Statues of the University.

- A. **Who is eligible:** Individuals holding an appointment at the rank of **Assistant Professor or above** are eligible for a Joint and/or Interdisciplinary appointment

B. Required Approvals:

1. All joint and interdisciplinary appointments at the rank of Assistant Professor (tenure track) and Assistant Professor at CUMC require review and approval by: the Department Chair and Institute or Center Director, the respective School Dean (if applicable) and by the Senior Vice President for Faculty Affairs and Career Development.
2. All faculty at the rank of Associate Professor (tenure track), Associate Professor at CUMC, Professor (tenure track) and Professor at CUMC, require review and approval by: the Department Chair and Institute or Center Director, the respective School Dean (if applicable), the Senior Vice President for Faculty Affairs and Career Development and the individual's school/departmental COAP.
3. All faculty at the rank of Associate Professor (with tenure) and Professor (with tenure) require review and approval by: the Department Chair and Institute or Center Director, the respective School Dean (if applicable), the Senior Vice President for Faculty Affairs and Career Development, the individual's school/departmental COAP, the CUMC COAP and the Columbia University Trustees.

- C. **Memorandum of Agreement:** A written "Memorandum of Agreement" (MOA) between the home and host School/Department/ Institute/Center is a prerequisite for an interdisciplinary/joint appointment. Modification (particularly changes in funding responsibility) or termination of a MOA requires review and approval as outlined above. The MOA is to follow the specifications below:

(Refer to Memorandum of Agreement Template at the end of this section)

1. The proposed title of the nominee which follows these guidelines:
 - a. Joint Appointment: when the individual is qualified in the disciplines of the two Schools/ Departments his/her title shall be:
 - Assistant Professor, Associate Professor or Professor of **home and of host (if on tenure track or tenured)**
 - Assistant Professor, Associate Professor or Professor of **home and of host at the Columbia University Medical Center (if not on tenure track)**

Example:

Professor of Pediatrics and Genetics and Development

Professor of Pediatrics and Genetics and Development at the Columbia University Medical Center

b. Interdisciplinary appointment: When an individual's primary discipline is that of the home School/department, his/her title shall be:

- Assistant Professor, Associate Professor or Professor of home (in host) **(if tenure-track or tenured)**
- Assistant Professor, Associate Professor or Professor **of home (in host)** at the Columbia University Medical Center **(if not on tenure track)**

Example:

Professor of Biochemistry and Molecular Biophysics (in Medicine)
Professor of Biochemistry and Molecular Biophysics (in Medicine) at the
Columbia University Medical Center

2. Designation of the home and host School/department
3. Designation of the Administrative School/department/Institute/Center
4. Source of the appointee's salary indicating percentage per source
5. Space assigned to the individual during the period of the appointment and the unit responsible for space costs
6. Nominee's teaching, research, service and clinical (if applicable) responsibilities in the home and host Schools/department/ Institute/Center
7. Nominee's voting rights in the home or host School/departments, in accordance with the school/department bylaws
8. Department in which the nominee will be counted for the purpose of representation on the Faculty Council (*P&S Departments only*)
9. *For tenure track faculty only*: a statement indicating that the appointment falls under the eight or eleven-year rule for tenure
10. One of the following statements:
 - This agreement is subject to the approval of the Dean of the Faculties of Health Sciences and Medicine (*Assistant Professor Rank*)
 - This agreement is subject to the approval of the Faculty of Dental Medicine/ Medicine/ Nursing/ Mailman School of Public Health Committee on Appointments and Promotions
 - This agreement is subject to the approval of the Columbia University Medical Center Committee on Appointments and Promotions (*tenured faculty only*)
11. Signatures of the nominee and of the Deans/Chairs/Institute/Center Director/ Senior Vice President of Faculty Affairs and Career Development and COAP Chair (Associate Professor rank or above)

TEMPLATE FOR MEMORANDUM OF AGREEMENT

Memorandum of Agreement for (Joint and/or Interdisciplinary appointment) between the Department {School if applicable} and Department {School if applicable}

1. Title:

2.1 Home Department:

2.2 Host Department

3. Administrative Department:

4. Salary: (Source of salary, not amount): in cases of Tenure, the Department that is responsible for the tenure guarantee

5. Space:

6. Duties:

7. Voting Rights:

8. Representation on Faculty Council and related bodies:

9. Statement indicating that the appointment falls under the eight or eleven-year rule for tenure (*Tenure Track faculty only*):

Other: Implementation of this Agreement shall not violate the By-laws of the participating Departments or Schools.

10. This agreement is subject to the approval of the _____

11. Signatures:

(Nominee's Name and Title)

(Date)

(Chair of Home Department)

(Date)

(Chair/Director of Host Department)

(Date)

(Dean of School, if applicable)

(Date)

Approved:

(Senior Vice President of Faculty Affairs
and Career Development)

(Date)

(FOM or CUMC COAP Chair)
Associate Professor or Professor ranks

(Date)

SECTION II

Section II governs appointments within one School/Department when the scholarly discipline of the appointee differs from that principally represented by the School/Department in which they are a member (ex. Biochemist in the Department of Medicine)

It will also apply when the scholarly discipline of the appointee is one for which no specific department exists within the College of Physicians and Surgeons, the College of Dental Medicine, the Mailman School of Public Health and the School of Nursing (ex. Electrical Engineering).

Section II will (a) establish procedures for judging the qualification of these appointees, (b) define the responsibilities for both the appointee and the units in which the appointee will be associated, and (c) propose the appropriate title in these cases.

Definitions:

- A. **Type of Appointment:** Appointment of an individual whose principal scholarly discipline differs from that of the School/Department of instruction with which he is associated (ex. Biochemist in the Department of Medicine)
- B. **The sponsoring (host)** School/department of instruction at the Columbia University Medical Center provides the salary and space for the appointee and serves as the Administrative department
- C. **Professorial Titles: These titles shall be used in accordance with the following standards:**

- 1. If the discipline in which the interdisciplinary appointee is competent does not have faculty/departmental status within the four schools of the Medical Center then his/her designation shall be:

Assistant Professor, Associate Professor, or Professor of Department (discipline)

Example:

Professor of Radiology (Physics)

Professor of Radiology (Physics) at the Columbia University Medical Center

- 2. If the scholarly discipline of the appointee differs from that which is principally represented by the host School/department, the professorial title of the appointee will emphasize the scholarly discipline in which the appointee is qualified but will be modified by an adjectival term which aims to specify the interdisciplinary nature of the appointee's competence. In this way, the title will be distinguished from those members of the School/department at the Medical Center that offers instruction in the area of the appointee's principal discipline. The title will also bear in parenthesis the name of the sponsoring (host) School/department: the title shall be:

Assistant Professor, Associate Professor, Professor of
_____ (in _____)
(Modifier Discipline) Sponsoring (host) Department

Assistant Professor, Associate Professor, Professor of
_____ (in _____)
(Modifier Discipline) Sponsoring (host) Department
at the Columbia University Medical Center

Examples:

Professor of Neuropathology (in Neurology)
Professor of Surgical Science (in Surgery) at the Columbia University Medical Center
Professor of Medical Science (in Medicine)
Professor of Ophthalmic Science (in Ophthalmology)
Professor of Psychopharmacology (in Psychiatry)
Professor of Reproductive Physiology (in Obstetrics and Gynecology)
Professor of Pharmacy Science (in Nursing) at the Columbia University Medical Center

SECTION III

Section III applies to joint appointments of Professional Officers of Research involving any combination of more than one School and/or Department of instruction, or another unit of the University such as an Institute or Center. **The individual must be qualified to conduct research in both units/departments. Therefore all such appointments are considered joint appointments**

Examples of titles are:

Research Scientist: [Pathology and the Taub Institute for Research on Alzheimer's Disease and the Aging Brain]

Research Scientist: [Epidemiology and Psychiatry]

Research Scientist: [Pharmacology and the School of Nursing]

A nomination letter from each School Dean and/or Department chair and/or Center or Institute Director, along with a "Memorandum of Agreement" are prerequisites for a joint appointment for a Professional Officer of Research. These joint appointments require review and approval by the appropriate School/Department COAP.