**Biden School Joint Appointments**

Updated May 2023

1. Definition

## Joint appointments are defined under the Faculty Handbook Section 4.1.2.

1. Joint Faculty Member Initial Appointment
	1. There must be a nomination by a Biden School faculty member that a candidate for joint appointment can make contributions to the school in **any or all** of the following areas:
		1. Teaching in the school
		2. Service on master, doctoral, policy brief, or exam committees
		3. Support of Biden School students on funded projects
		4. Work on Biden School projects, research, or other initiatives.
	2. The candidate should submit a letter describing the probable contribution to these areas, and a CV.
	3. The candidate shall be asked to present their research at the Biden School Research Seminar.
	4. The Biden School faculty then votes to make a joint appointment. The appointment will be at the rank held in the department wherein resides the appointee’s primary appointment. If the appointee is subsequently promoted, the appointee will hold the new rank in the joint appointment.
	5. The Dean will initiate the appointment letter, which needs to be signed by the candidate.
	6. Appointments are for a three-year term and may be renewed.
2. Joint Faculty Member, renewal
	1. The faculty member should submit a letter and CV stating continued interest in a joint appointment and discussing contributions to the school during the term of appointment. The faculty will vote on the reappointment.
3. Voting Rights
	1. Faculty with joint appointments do not have voting rights.
4. Faculty Meetings
	1. Faculty with joint appointments may attend faculty meetings.
5. Timeline and Application Deadlines
	1. Nominations and applications can be made on a rolling basis. If a research or teaching presentation is required, the Biden School will schedule the presentation as soon as possible.
	2. The Biden School faculty will vote twice a year, once in December and once in May.
	3. Appointments will be effective either on January 1 or September 1.