**Biden School Secondary Appointments**

**Modified May 2023**

**1. Definition**

1.1 Secondary appointments are defined under the Faculty Handbook Section 4.1.2.

**2. Secondary Faculty Member Initial Appointment**

2.1 A candidate for secondary appointment must have their primary appointment in the Biden School.

2.2 Candidates are expected to teach two courses, supervise students on funded projects, and participate in student advisement and program operation over a two-year period or by an equivalent administered load as agreed upon with the School Director.

2.3 There must be a nomination by a Biden School faculty member, with the endorsement of the Director, that a candidate for secondary appointment has interest in, or potential for, contributions to the school as described in 2.2.

2.4 The candidate should submit a letter describing the probable contribution to these areas and a CV.

2.5 The candidate shall be asked to deliver a research or teaching presentation through the Biden School Research Seminar.

2.6 The Biden School faculty then votes to make a secondary appointment. The appointment will be at the Instructor rank if the candidate holds a master’s degree and at the Assistant Professor rank if the candidate holds a doctoral degree.

2.7 If a rank of Associate or Full is requested, the Promotion and Tenure Committee reviews the relevant materials following the guidelines now provided for expedited consideration of faculty joining the University as associate or full professors. The P&T committee submits its recommendation to the School Director as to whether the candidate meets standards for appointment as Associate or Full professor, using as guidance the existing Biden School “Criteria and Procedures for Promotion and Tenure.”

2.8 The Dean will initiate the appointment letter, which needs to be signed by the candidate.

2.9 Appointments are for a three-year term and may be renewed.

**3. Secondary Faculty Member, renewal**

3.1 The secondary faculty member should submit a letter and CV stating continued interest in a secondary appointment and discussing contributions to the school during the term of appointment. The faculty will vote on the reappointment.

**4.Voting Rights**

4.1 Faculty with secondary appointments have voting rights.

**5. Faculty Meetings**

5.1Faculty with secondary appointments may attend faculty meetings.

**6. Timeline and Application Deadlines**

6.1 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.

6.2 The Biden School faculty will vote twice a year, once in December and once in May.

6.3 Appointments will be effective either on January 1 or September 1.

**7.0 Promotion**

7.1 A holder of a secondary appointment as assistant or associate professor, desiring promotion to the next rank, shall follow the procedures established for promotion for tenure track and continuing track faculty. These are described in the Biden School “Criteria and Procedures for Promotion and Tenure”.