

Guidelines for shared tenure-track positions Effective 8-7-2012

These guidelines describe the conditions under which faculty members can share tenure-track positions. They give individuals and departments flexibility to combine tenure-track positions while also giving the college the ability to use tenure-track positions to greatest advantage.

Two tenure-track faculty members in the same department can share one tenure-track position with the approval of the department chair, three-quarters of the tenured members of the department, and the dean of the faculty. The department chair must provide an explanation indicating how the proposed position sharing is beneficial to the department and the college. Approval by the dean of the faculty is contingent on his or her assessment that the benefits of a shared position outweigh any costs.

Shared positions are not contingent on the relevant faculty members being related to each other by marriage or any other personal relationship.

Shared-position appointments will be made in accordance with the provisions listed below.

Conditions of appointment:

- Usual practices for hiring into tenure-track appointments apply: a recommendation for a new tenure-track appointment must be sought from the Academic Affairs Council; a national search must be conducted or the usual criteria for hiring without a new national search must apply, including the consent of the Senior Director for Campus Diversity. The College expects that searches will be for full-time positions, which could be shared, rather than for half of a position that is already half-filled.
- The two faculty members who share a tenure-track position agree that they do not have a claim on a second tenure-track position. Either could apply for an open tenure-track position following usual application procedures and would be given consideration in the same manner as other applicants.
- Outside work is subject to the approval requirements in the Faculty Manual. The dean of the faculty will consider half-time status in approving outside work.
- The two people sharing a position agree to resign their appointments at the same time, upon retirement or departure, or to assume full-time employment if the other person resigns or departs for any reason, including a denial of reappointment or a denial of tenure.
- The College reserves the right to require, with 12 months notice, that half-time tenure-track faculty members convert to full-time appointments.

Expectations related to position description:

- The two people sharing a position will provide the equivalent of one person's service contributions to the college and the department, including service on committees that meet year-round and on ad-hoc committees.
- Each person's regular teaching load in each year must be half-time (not including overloads) with the exception that applies to all faculty, namely that one course can be "owed" or "banked" for one year. Beyond that exception, the position cannot be split in fractions other than half and half.
- Combined teaching responsibilities must be distributed throughout the year as they would be for a full-time faculty member. Normally, this will mean that at least one of the two faculty members is teaching during each term, except in sabbatical years. If the department chair agrees to a distribution of combined course assignments that do not include any courses in a particular term, at least one of the faculty members must still be in residence for most of the term, to provide student advising and to participate in college and department activities. Other arrangements may be possible on occasion and would require the approval of the department chair and the dean of the faculty.
- The two faculty members sharing a position will share a normal advising load.
- Half-time faculty members are not automatically qualified to vote as members of the General Faculty. Faculty members considering sharing a position should apply to the Chair of the Faculty Executive Committee for determination of voting status.

Reviews:

- An untenured faculty member on a half-time appointment will have the same review, reappointment, tenure, and promotion schedule as full-time faculty. Normally, the reappointment review will take place in the spring of the third year, and the tenure-review no later than the end of the sixth year of service, whether that service is full-time or half-time.
- Each faculty member in a shared-position is evaluated separately and independently for reappointment, tenure, and promotion and must individually meet the College-wide standards for teaching, scholarship, and service that are articulated in the Faculty Manual.
- Tenured faculty with half-time appointments will continue to receive merit reviews on their regular triennial schedule. As with reappointment and tenure reviews, there is an understanding that numbers of courses taught and amount of service will be half. Award amounts will be half the usual award amounts.

Salary and benefits:

- Faculty members with half-time appointments receive salary increments on the same basis as full-time faculty, appropriately prorated.
- Any teaching undertaken by either of the people sharing a position beyond a joint full-time load will be compensated at the additional course, or "overload" rate. Please note that retirement benefit contributions are not provided on overload courses.

- Each person will receive half-time benefits, as would be the case for any half-time employees. Benefits are reported in the Faculty Manual. Please note that:
 - o the 1000-hour requirement for receiving retirement benefits stated in the current Faculty Manual corresponds to half-time faculty employment.
 - o the eligibility criteria for the tuition benefit, as stated in the Faculty Manual and implemented by the Human Resources office, are not modified for half-time appointments
 - o benefits for all employees, including those on half-time appointments, are subject to change

Sabbatical leaves:

- A tenured faculty member on a half-time appointment will be eligible for a mini-sabbatical (2 courses off at full pay) after teaching 18 courses as part of his or her regular appointment (overloads do not contribute to sabbatical eligibility) and will be eligible for a full sabbatical (3 courses off at full pay) after teaching 36 courses as part of his or her regular appointment.
- A tenure-track junior faculty member in a shared position can apply for a half-year sabbatical with full pay or a full-year sabbatical at half pay. This sabbatical does not affect the first sabbatical as a tenured faculty member, which occurs on the schedule described above. “Half-year sabbatical” means a release from half of the teaching duties associated with a half-time position, and “full-year sabbatical” means a release from all of the teaching duties associated with a half-time position. “Full pay” means the salary associated with a half-time position, and “half pay” means half of that amount.

Other:

- Two people sharing one position will share one office and the equivalent of one laboratory.
- Start-up funds for a faculty member newly hired into a shared tenure-track position will be half of customary amounts.
- Travel awards for each half-time individual will be limited to half of the customary amount for a full-time individual.
- Tenured faculty members in shared positions are eligible to hold endowed professorships, with salary and research awards at half the customary level.
- Conditions of appointment are subject to change, as is the case for all faculty members, with changes in the Faculty Manual, as well as with changes in this policy.