

Columbia University  
Columbia University Medical Center

## **Joint and Interdisciplinary Appointments**

### **Definitions:**

- A. Joint Appointment. An appointment is joint when the individual is qualified in the disciplines of two (or more) Faculties/departments and fulfills significant functions and responsibilities in each.
- B. Interdisciplinary appointment. An appointment is interdisciplinary when the individual, qualified in one discipline, fulfills significant functions and responsibilities in more than one Faculty/department of instruction or in a Faculty/department of instruction and in another unit of the University such as an Institute, Center, or Program.
- C. Home and host Faculties/departments. At the time of the appointment, that Faculty/department which best represents the individual's principal discipline as determined by training and academic interests, is designated the home Faculty/department. The other is the host.
- D. Administrative Faculty/department. The Faculties/departments, Institutes, Centers, or Programs involved agree that one Faculty/department, Institute, or Center will assume the continuous responsibility for processing the required appointment and payroll documents. That Faculty/department is the Administrative Faculty/department.
- E. Position Faculty/Department. For Officers of Instruction, this is the instructional Faculty/Department which best represents the individual's principal discipline and grants the academic appointment. For Officers of Research, this is the Faculty/Department/Institute/Center or program in which the individual is appointed.
- F. Primary Faculty/Department. The Faculty/department in which the appointee shall be counted for the purpose of representation on the respective Faculty Council/Assembly.

### **SECTION I**

Section I applies to joint and interdisciplinary appointments for Officers of Instruction involving two or more Faculties and/or departments of instruction or one Faculty/department and another unit of the University such as an Institute, Center, or Program consistent with the Statutes of the University. The principal aims of Section I are (a) to define the responsibilities both of the appointee and of the units with which the appointee is associated, (b) to outline the procedures

that should be followed in appointing and promoting interdisciplinary faculty members, and (c) to propose an appropriate system of titles for interdisciplinary appointees.

**Specifications:**

- A. Individuals holding an appointment or considered for an appointment to the rank of Assistant Professor, or above, are eligible.
- B. Required Approvals:**
- 1. All joint and interdisciplinary appointments at the rank of Assistant Professor require review and approval by the Department Chairmen and Institute or Center Directors, by the respective Dean(s), and by the Dean of the Faculty of Health Sciences. These must be reported to the respective Faculties' COAP.**
  - 2. All annual joint appointments to the titles of Professor, Adjunct Professor, Professor of Clinical, Clinical Professor, Associate Professor, Adjunct Associate Professor, Associate Professor of Clinical, or Associate Clinical Professor require review and approval by the respective Faculties' COAP.**
  - 3. Interdisciplinary appointments submitted with nominations for appointment or promotion to these titles are included in the review and approval by the respective Faculties' COAP.**
  - 4. When requesting an interdisciplinary appointment to be effective at any time other than at the time of appointment or promotion to these titles, follow the approval procedure for the rank of Assistant Professor (above).**
  - 5. All joint appointments for faculty nominated to or holding tenure, tenure of title, or an "At Affiliated Hospital/Institute name" title require review and approval by the CUMC COAP.**
  - 6. Interdisciplinary appointments submitted with nominations for appointment or promotion to these ranks are included in the review and approval by the CUMC COAP.**
  - 7. When requesting an interdisciplinary appointment to be effective at any time other than at the time of appointment or promotion to these ranks, follow the approval procedure for the rank of Assistant Professor (above).**
- C. A written "Memorandum of Agreement" (MOA) between the home and host faculties/ departments, is a prerequisite for such interdisciplinary appointments. Modification (particularly changes in funding responsibility) or termination of an MOA also requires review and approval as outlined above. The MOA is to follow the specifications listed below:
1. The proposed title of the nominee in conformity with the following:

- a. Joint Appointment. When an individual is qualified in the disciplines of the two Faculties/departments his/her title may be:  
*Assistant Professor, Associate Professor or Professor of home and of host*

Example: Professor of Pediatrics and Genetics & Development

Titles shall be listed in the Bulletins under both Faculties/departments.

- b. Interdisciplinary Appointment. When an individual's primary discipline is that of the home Faculty/department his/her title shall be:  
Assistant Professor, Associate Professor or Professor of home (in host)

Example: Professor of Biochemistry (in Medicine);

2. Designation of home and host Faculty/department.
3. Source(s) of the appointee's salary indicating percentage per source. The salary level of the appointee shall be in close accord with those of members of the home Faculty/department of comparable rank and experience.
4. Space assigned to the individual during the period of the appointment
5. Nominee's teaching, research, and service responsibilities in the home and host Faculties and/or departments. The nominee's prerogatives in sponsoring doctoral dissertation research should be specified.
6. Nominee's voting rights in the home or host Faculty/department, or in both, in accordance with the Faculty/Departmental Bylaws.
7. Faculty/department in which the appointee will be counted for the purpose of representation on the Faculty Council/Assembly. **This shall be considered the appointee's primary Faculty/department.**
8. Where applicable, a statement indicating that the appointment falls under the eight-year rule for tenure.
9. **One of the following statements: (see "Specifications: Required Approvals" above):**
  - ◆ **This agreement is subject to the approval of the Executive Vice President for Health & Biomedical Sciences, or**
  - ◆ **This agreement is subject to the approval of the Faculty of Dental & Oral Surgery/ Medicine/Nursing/Public Health Committee(s) on Appointments and Promotions, "or**

- ◆ **This agreement is subject to the approval of the Columbia University Medical Center Committee on Appointments and Promotions.**

10. Signatures of the nominee and of the Deans/Chairmen of the home and host faculties/ departments.

11. Approved: \_\_\_\_\_

<b>Chairman, Faculty of ___ COAP</b>	Date
or	
<b>Chairman, CUMC COAP</b>	Date
or	
<b>Executive VP for Health &amp; Biomedical Sciences or Designee**</b>	Date

*\*\* All joint and interdisciplinary appointments at the rank of Assistant Professor or when requesting an interdisciplinary appointment to be effective at any time other than at the time of appointment or promotion to COAP titles*

D. The duties and privileges of interdisciplinary faculty with respect to educational and scholarly activities shall be the same as those of other faculty of comparable rank. These may include sponsoring dissertational research for the Ph.D. degree. The requirements for this degree are determined by the relevant department of the Graduate School of Arts and Sciences.

## **SECTION II**

When a sponsoring (host) Faculty/department proposes an interdisciplinary appointment or promotion for an Officer of Instruction, the procedures set forth in Section I are to be followed. If, for any reason, these procedures cannot be implemented, recourse may then be had to the measures outlined in this section.

Section II governs appointments within one Faculty/department when the scholarly discipline of the appointee differs from that principally represented by the Faculty/department (e.g., 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 Faculties of Medicine, Dental & Oral Surgery, Nursing, or Public Health (e.g., electrical engineering). Section II aims (a) to establish procedures for judging the qualifications of such appointees, (b) to define the responsibilities both of the appointee and of the units with which the appointee is associated, and (c) to propose appropriate professional titles.

**Definitions:**

- A. Nature of appointment. Appointment of an individual whose principal scholarly discipline differs from that of the Faculty/department of instruction with which he is associated (e.g., biochemist in the Department of Medicine). This category includes the appointment of an individual whose principal scholarly discipline is one for which no specific department exists within the Faculties of Medicine, Dental & Oral Surgery, Nursing, or Public Health (e.g., electrical engineering).
- B. The sponsoring (host) Faculty/department is that Faculty/department of instruction in the Columbia University Medical Center which initiated the interdisciplinary appointment and provides the salary and space for the appointee.

**Specifications:**

- A. Individuals holding an appointment or being considered for an appointment to the rank of Assistant Professor, or above, are eligible.
- B. If there is no existing precedent for the proposed title the Executive VP for Health & Biomedical Sciences must approve the use of the title prior to review by the respective Deans or Faculties' COAP.**
- C. Required Approvals: The approval requirements for Section II interdisciplinary appointments are the same as for Section I interdisciplinary appointments. See page 2 of this document.**
- D. The nomination shall include a statement written by the Dean/chairman of the sponsoring (host) Faculty/department defining the commitment of the sponsoring (host) Faculty/department and the responsibilities of the nominee with respect to instruction, research and service. The Statement shall follow these guidelines:
  - 1. The salary to be paid to a nominee whose principal scholarly discipline is in another Faculty/department shall be in close accord with those of individuals of comparable rank and experience who are members of that Faculty/department.
  - 2. Professorial Titles: These shall be awarded in accordance with the following standards:
    - a. If the discipline in which the interdisciplinary appointee is competent does not have Faculty/departmental status within the Faculty of Health Sciences, then his/her designation shall be:  
***Assistant Professor, Associate Professor, or Professor of Department (discipline).***

Example:      Professor of Radiology (Physics)

- b. If the scholarly discipline of the appointee differs from that principally represented by the host Faculty/department, the professorial title of such an 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 his/her competence. In this way, the title will be distinguished from those of members of the Faculty/department in the Faculty of Health Sciences that customarily offer instruction in the area of the appointee's principal discipline. The title will also bear, in parentheses, the name of the sponsoring (host) Faculty/department; the titles shall be:

*Assistant Professor, Associate Professor, or Professor of*  
 \_\_\_\_\_ (in \_\_\_\_\_)  
*Modifier Discipline* *Sponsoring (host) Department*

Examples: Professor of Neuropathology (in Neurology)  
 Professor of Psychopharmacology (in Psychiatry)  
 Professor of Reproductive Physiology (in Obstetrics and Gynecology)  
 Professor of Surgical Science (in Surgery)

Titles shall be listed in the Bulletin under the sponsoring school/department.

### **SECTION III**

Section III applies to joint appointments for Professional Officers of Research involving any combination of more than one Faculty and/or department of instruction, or another unit of the University such as an Institute, Center, or Program.

The individual must be qualified to conduct research in both units/disciplines. Therefore, all such appointments shall be considered joint appointments.

Examples of titles are:

Research Scientist: **[Pathology and the Taub Institute for Cancer Research]**  
 Research Scientist: **[Epidemiology and the Stroud Center for Studies on Quality of Life]**

Titles shall be listed in the Bulletins under both units.

A nomination letter from each Faculty Dean, Departmental Chairman, and/or Director of Center or Institute, 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 respective Faculty's COAP.**

**SAMPLE MOA**

**Memorandum of Agreement For [*Joint/Interdisciplinary Appt.*] Between the [*Department* ]  
[*School if necessary*] and [*Department* ] [*School if necessary*]**

[*Name of Nominee*]

Title:

Home Department:

Host Department:

Administrative Department:

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

Space:

Duties:

Voting Privileges:

Representation on Faculty Council and related bodies:

Other: Implementation of this Agreement shall not violate the By-laws of the participating Departments or Schools. This agreement is subject to the approval of the Dean of the Faculty of the Fu School of Engineering and the Dean of the Faculty of Columbia University Medical Center.

\_\_\_\_\_  
(Nominee's Name and Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chair of Home Dept. and Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chair/Director of Host Dept(s) and Title)

\_\_\_\_\_  
(Date)

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(Dean of School, if applicable)  
Repeat if necessary

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(Date)

Approved:

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Executive Vice President for  
Health & Biomedical Sciences  
Or  
Designee

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(Date)