

Cross Appointments

Academic Operations Manual

Approving Authority: SJU Senate Council

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Office of Accountability: Vice President Academic and Dean

Administrative Responsibility: Vice President Academic and Dean

1 Policy Statement

St. Jerome's University (SJU) allows the appointment of academic staff to more than one SJU department concurrently. Such appointments might be made in connection to interdisciplinary teaching and research involving several departments, which is a feature of academic life promoted by the liberal arts.

2 Scope

This policy applies to all cross appointments of full-time academic staff employed by St. Jerome's University.

3 Procedure

The procedure for cross appointments is found in the Collective Agreement between the St. Jerome's University Board of Governors and the St. Jerome's University Academic Staff Association.

4 Conditions of Appointment

4.1 Primary and Secondary Assignments

The Vice President Academic and Dean (VPAD) will assign a primary department and a secondary department. The primary assignment is normally where the academic staff member does the majority of work. In cases where there are three or more departments involved, there will remain a primary assigned department and two or more secondary assigned departments.

4.2 Assigning Workload in the Cross Appointment

All cross appointments must identify a percentage of overall workload to be divided between the primary and secondary assignments. For instance, an Associate Professor in the Department of History may be cross appointed into the Department of Sociology and Legal Studies at a workload rate of 60% in History and 40% in Sociology and Legal Studies. Normally, there are no 50/50 appointments. Workload is not just teaching; rather, workload encompasses teaching, research, and service.

4.3 Other Conditions in the Collective Agreement

The Collective Agreement contains a number of other conditions with regard to such appointments, including rights and responsibilities in departments to which the member of academic staff is assigned and matters relating to renewal, tenure, and promotion.

5 Duration, Termination, and Review of Cross Appointments

5.1 Cross appointments should be terminated if they no longer serve their intended purpose. Changing academic focus on the part of the individual, changing need in a department or in an interdisciplinary program, or some other factor may reduce the significance of a cross appointment.

5.2 Normally, the term of a cross appointment should not exceed five full academic years. In cases where there is no expiry date on a cross appointment, the VPAD will review the appointment with the academic staff member and the chairs of the applicable departments at least once every five years to ensure that the appointment continues to serve the interests of the academic staff member and/or the departments.

5.3 With regard to cross appointments with expiry dates, at least six months before the end of the appointment, the VPAD will initiate a reappointment action following the process in the Collective Agreement for a subsequent cross appointment, including respective chairs submitting letters of support to the VPAD and the VPAD bringing the request for cross appointment to Senate Council for recommendation. If the academic staff member does not wish to be reappointed, the cross appointment automatically will lapse at the end of the appointment and the academic staff member will return fully to the primary assigned department.

5.4 If it is apparent that the cross appointment no longer serves the interests of the academic staff member, the departments involved, or the University, the VPAD may terminate the cross appointment at any time after requesting letters of recommendation from the chairs of both units or departments and bringing forward the VPAD's recommendation for termination to Senate Council for consideration. Upon termination of the cross appointment, the academic staff member will return to the primary assigned department unless other arrangements have been made between the academic staff member and the VPAD.