

LKSOM Secondary Appointment Policy

Scope:

This policy establishes the terms and conditions for secondary faculty appointments between centers, departments and/or institutes within LKSOM or with other schools and/or campuses of Temple University.

Definition:

Primary faculty appointments exist in academic units (typically Departments or Centers at LKSOM) that are responsible for appointment, promotion and tenure (if applicable) considerations. Secondary faculty appointments are used to recognize faculty members' expertise and interdisciplinary contributions to research and teaching outside the academic unit of the primary faculty appointment.

Policy:

1. The academic unit responsible for the faculty member's primary appointment is responsible for their professional development, sabbaticals, promotion and tenure (if applicable). The faculty member has full voting rights and privileges in their primary unit.
2. The determination of voting rights and duties of the faculty member in the proposed secondary unit will be determined in writing by the Department Chair or Center Director. The duties should reflect the faculty member's area of expertise and may include advising, teaching, committee work, research and/or administrative duties.
3. A faculty member will hold the same rank for each of the units in which they are affiliated. Upon promotion within their primary unit, the faculty member will be automatically promoted in their secondary unit(s).
4. The Department Chair or Center Director of secondary unit will review the appointment with the faculty member every two years to confirm its continuation. Otherwise, secondary appointments will terminate if/when the faculty members' primary appointment ends or at the request of the faculty member. Confirmation of secondary appointment continuation or request for termination must be sent to the LKSOM Office of Faculty Affairs.

Procedure:

To attain a secondary appointment, the following must be submitted to the LKSOM Office of Faculty Affairs:

1. A signed letter of request from the faculty member to the Department Chair or Center Director of the unit in which they are seeking a secondary appointment, including a description of the types of activities they expect to participate in within the Department or Center (for instance a research collaboration).
2. A signed letter from the Department Chair or Center Director of the faculty member's primary unit to the Dean stating their support of the secondary appointment.

3. A signed letter from the Department Chair or Center Director of the faculty member's proposed secondary unit to the Dean stating their support of the secondary appointment and defining the activities that the faculty member would participate in within their Department or Center.
4. Upon approval by the Dean, the Office of Faculty Affairs will forward all relevant materials to the Provost's Office.
5. For secondary appointments within LKSOM, approval from the Dean or Dean's designee is required. For secondary appointments across different schools and/or campuses of Temple University, approval from all relevant Deans is required.