

Department of Mathematics and Science Education
Procedure for Joint Appointment of Faculty

Joint appointments are a means of establishing a relationship with UGA faculty that have appointments in other departments. Many reasons are possible for establishing a joint appointment, including substantial involvement in graduate education (e.g., doctoral committees), teaching courses in the department, and conducting collaborative research with other members of the department. In determining the desirability of a joint appointment, the faculty will consider the contribution to the department missions (in research, instruction, and service) offered by the candidate.

The procedure for consideration of a faculty candidate for a joint appointment is as follows:

1. Application for a joint appointment may be initiated by the faculty candidate or a Department of Mathematics and Science Education faculty member as a nominator.
2. Regardless of the method of initiation, the candidate shall submit
 - a current vita
 - a statement setting forth
 - the contributions s/he proposes to make to the departmental programs
 - the benefits to the individual
 - the proposed assignment of time between the current department and MSE
 - a letter of support from at least one member of the Department of Mathematics and Science Education
 - a letter from the Department Head of his/her current department indicating willingness to support the joint appointment.

The candidate's statement and letter(s) should explicitly indicate the qualifications of the candidate in the field of mathematics or science education.

3. The candidate's materials will be made available to all voting faculty members in the department for review prior to consideration of the candidate.
4. After the file has been completed, the candidate will be invited to give a seminar in the department, which will be advertised to the entire department indicating that the speaker is being considered for joint appointment. (In the event that the individual requesting a joint appointment is a new hire, this will take place as part of the campus visit for the interview.)
5. The faculty of the program with which the candidate is most closely aligned will meet and discuss the candidate's application.
6. At the next department faculty meeting the program faculty will provide their analysis of the candidate and, if they desire, make a recommendation to the full faculty on the acceptability of the candidate for a joint appointment in the Department. The full faculty will then discuss and vote on the joint appointment. The candidate and his/her current department head will be notified of the outcome of the vote immediately. If the vote is positive, a letter of agreement detailing the

results of this vote and the conditions of adjunct appointment will be prepared by the two Department Heads in consultation with the candidate within a month of the vote.

7. The recommendation for a joint appointment will be forwarded to the Dean's office and then Faculty Affairs for approval.