



Cross Appointments

Academic Operations Manual

Approving Authority: SJU Senate Council

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Office of Accountability: 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 or academic unit concurrently. Such appointments might be made in connection to interdisciplinary teaching and research involving several departments or units, 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 (Full-time Unit) 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 or academic unit. The primary assignment is normally where the academic staff member does the majority of work. In cases where there are three or more departments or units involved, there will remain a primary assigned department and two or more secondary assigned departments or units.

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 or units to which the academic staff member is assigned and matters relating to renewal, tenure, permanency, and promotion.

5 Duration, Renewal, and Termination of Cross Appointments

- 5.1 Normally, the term of a cross appointment should not exceed five full academic years. The appointment is renewable.
- 5.2 At least six months before the end of the cross appointment, the academic staff member shall submit a request to the VPAD to have their cross appointment renewed, following the procedures in the Collective Agreement. The VPAD will consult with the member and the chairs or directors of the applicable departments or units to ensure that the appointment continues to serve the interests of the member and/or the departments or units before bringing the request to Academic Committee for consideration. If the member does not wish to seek renewal, the cross appointment automatically will lapse at the end of the appointment and the member will return fully to the primary assigned department.
- 5.3 Cross appointments may be terminated before the term of expiry. If it is apparent that the cross appointment no longer serves the interests of the academic staff member, the departments or units involved, or the University, the VPAD may terminate the cross appointment at any time after requesting letters of support from the chairs or directors of the applicable departments or units and bringing forward the VPAD's recommendation for termination to Academic Committee 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 member and the VPAD.