

Joint Appointments

Joint Primary Appointments are when faculty members hold simultaneous primary appointments in two or more departments in the School of Medicine and/or in two or more schools at the University of Pennsylvania with significant shared financial and other department resources (e.g., space, administrative support) and with clearly defined responsibilities in both departments. Faculty who hold joint primary appointments are considered full-time faculty in each department and school. One school/department must be identified as the Administrative Lead for WorkDay records and some faculty affairs actions. Joint appointments are most typically sought for standing faculty. In highly exceptional circumstances, associated faculty may be considered.

Departments must clearly determine if the desired arrangement is truly a Joint Primary Appointment or a Primary Appointment with a Secondary Appointment. The primary distinction between Joint Appointments and Secondary Appointments is the agreed upon financial obligation and commitment of department resources from both departments/schools. While some secondary departments may provide some financial or other departmental support, it is not common and the obligation in a Joint Primary arrangement is far greater—typically 25% or more for salary support.

Additionally, at times of academic review (appointment, reappointment, promotion), in a Joint appointment both departments/schools work collectively on shared dossier materials (with the Lead Administrative Department taking the lead on processes like Extramural Consultants), whereas Secondary Appointment actions are always completed separate to and following the approval of the Primary Department Appointment, Reappointment, or Promotion. Please follow this link for more details on [Secondary Appointment requirements in PSOM](#).

All Joint Appointments require a [Memorandum of Understanding \(MOU\)](#) and should follow provisions of the Faculty Handbook for Joint Appointments ([Section II.D.3. Appointment to More than One Department](#)). The MOU must be signed by the Department Chairs and Deans of each school/department and clearly stipulate the allocation of effort, resources, and financial support across schools/departments. The MOU is used to draft the terms of a contract in the early stages of an agreement and to formalize department/school partnerships. The MOU will be approved by the school(s)' Vice Dean of Finance & Operations (VDFO), Executive Director of Finance (EDF), Chief Scientific Officer (CSO), and Office of General Counsel (OGC).

There are a variety of situations in which a Joint appointment may be proposed and the process requirements will change accordingly.

Types of Joint Appointments:

- **Initial appointment – Candidate is hired into two PSOM departments/UPENN schools at the same time**
 - Process:
 - Search – administrative lead department will handle the search
 - Inform OAA about the case
 - [MOU Process](#)
 - CSO (if Tenure) – *must be completed regardless of Administrative Lead School*
 - RTR – *must be completed regardless of Administrative Lead School*

- For joint appointments with both departments within PSOM, only one RTR and CSO review is needed. Will be submitted by Administrative Lead Department
 - Offer letter should follow PSOM's offer letter template and reflect the joint appointment and all terms agreed upon in the MOU. It will be signed by both department Chairs
- DCOAP review and approval in both departments
- Dossier Documents will be shared – see below
- For joint appointments with both appointments in PSOM, the lead department collects the votes from both departments and then submits one, joint dossier into Interfolio RPT for School & Provost review
- For joint appointments between two UPENN schools, each department will submit a dossier for School-level review and then the lead School will combine the cases so that one dossier is sent to the Provost
- WorkDay
 - Administrative lead must handle the SO entry and set up.
 - Both departments must submit an academic record in WorkDay
- Required documents for DCOAP reviews and submission to PSOM (documents must be shared between departments):
 - FEDS CV + grants
 - Personal statement (if applicable)
 - Academic plan – jointly defined, co-signed
 - Chairs letter – jointly composed, co-signed
 - Teaching letter (if applicable)
 - Letters of reference (if applicable)
 - Extramural Consultants (if applicable) – there will be one list for the candidate, jointly created by both departments. The “lead department” will submit the EC List and provide approved list to other department.
 - If appointment is between two schools, the Lead School will share all received EC responses.
 - If another School is the administrative lead, then they will be soliciting the letters. External Consultant letters are confidential in the School of Medicine. In some schools, EC responses are reviewed by DCOAP. The Partner School, if the administrative lead, will share the final approved list and all received letters directly with OAA (not the department).
- **Joint appointment in another department or school *after* initial appointment for purpose of retention.** This may occur at any time, including at the time of reappointment or promotion.
 - Both Appointments in PSOM- at the time of reappointment or promotion
 - Process:
 - Search not required
 - Inform OAA about the case
 - [MOU process](#)
 - Newly appointing department submits a CSO (as applicable) and RTR
 - Will include a revised offer letter reflecting the joint appointment and all terms in MOU
 - Signed MOU will be uploaded in the RTR
 - DCOAP review and vote in both departments

- Original department will review and vote on Reappointment/Promotion
 - Added department will review and vote on New Appointment
- Dossier Documents will be shared – see below
- The lead department collects the votes from both departments and then submits one, joint dossier into Interfolio RPT for School & Provost review
- WorkDay
 - Administrative lead department must update the SO record to reflect necessary changes such as salary adjustments or new payroll costing allocations
 - Newly appointing department must submit an academic record in WorkDay
 - Administrative lead department must update their academic record in WorkDay for the reappointment/promotion
- Required documents for DCOAP reviews and submission to PSOM (documents must be shared between departments):
 - FEDS CV + grants
 - Personal statement (if applicable)
 - Academic plan – jointly defined, co-signed
 - Chairs letter – jointly composed, co-signed
 - EO Summary Report/Education Portfolio
 - Extramural Consultants (if applicable) – there will be one list for the candidate, jointly created by both departments. The “lead department” will submit the EC List and provide approved list to other department.
- Both Appointments in PSOM- Off-Cycle (not at time academic review)
 - Process:
 - Search not required
 - Inform OAA about the case
 - [MOU process](#)
 - Newly appointing department submits a CSO (as applicable) and RTR
 - Will include a revised offer letter reflecting the joint appointment and all terms in MOU
 - Signed MOU will be uploaded in the RTR
 - DCOAP review and vote in added department
 - Dossier is submitted to OAA Department Liaison for review. Case will not be submitted in Interfolio RPT¹
 - WorkDay
 - Administrative lead department must update the SO record to reflect necessary changes such as salary adjustments or new payroll costing allocations
 - Newly appointing department must submit an academic record in WorkDay, approved dossier will be attached to WorkDay academic record
 - Required documents (initial department must share documents from initial appointment or most recent action):
 - FEDS CV + grants

¹ If a Joint Appointment is requested ‘off-cycle’ and the request is within PSOM, then a full dossier is not required. PSOM COAP and the Provost have already reviewed and approved that candidate for that rank and track within PSOM.

- Academic plan
 - Chairs letter
- Between Schools – this guide details the process for faculty members joining a PSOM department. A full dossier will *always* go through School approval regardless of timing.
 - Process:
 - Search not required
 - Inform OAA about the case
 - [MOU process](#)
 - Added department submits an RTR and CSO review if Tenure track
 - DCOAP review and vote in added department
 - Dossier is submitted via Interfolio RPT. Will be new appointment template
 - Dossier is reviewed by PSOM COAP and Provost if initial primary appointment was in another school
 - If candidate is already Associate or Full Professor, EC responses from most recent school review process can be shared with permission from initial department/school so long as the EC responses were within the last four years.
 - WorkDay – newly appointed department must submit an academic record in WorkDay
 - Required documents (initial school must share documents from appointment or most recent action):
 - FEDS CV + grants
 - Academic plan
 - Chairs letter
 - Personal statement (if applicable)
 - Teaching documentation for senior rank
 - LORs/EC list + letters
 - For add on's occurring at the time of promotion in the initial department, the two departments should create the list together.
 - For 'off-cycle' add on's, the initial department will share the most recent EC list and letters. External Consultant letters are confidential in the School of Medicine. The Partner School will share the final approved list and all received letters directly with OAA.
- PIK: faculty appointed through the University's Penn Integrates Knowledge (PIK) program who hold primary appointments in two or more schools
 - Contact OAA for additional information

Managing Academic Review Actions for Approved Joint Appointments

- **Reappointment**
 - Both Appointments in PSOM
 - Process
 - DCOAP review and vote in both departments
 - The lead department collects the votes from both departments and then submits the dossier into Interfolio RPT for School & Provost review
 - Dossier Documents will be shared – see below
 - WorkDay
 - Both departments must update the academic record in WorkDay

- Required documents (documents must be shared between departments):
 - FEDS CV + grants
 - Academic plan – jointly defined, co-signed
 - Chairs letter – jointly composed, co-signed
 - EO Report + teaching data -co-signed
- Between Schools
 - Process
 - DCOAP review and vote in both departments
 - Each department will submit a dossier for School-level review and then the lead School will combine the cases so that one dossier is sent to the Provost
 - WorkDay
 - Both departments must update the academic record in WorkDay
 - Required documents (documents must be shared between departments):
 - FEDS CV + grants
 - Academic plan
 - Chairs letter
 - EO Report + teaching data
- **Promotion**
 - Both Appointments in PSOM
 - Process
 - DCOAP review and vote in both departments
 - The lead department collects the votes from both departments and then submits the dossier into Interfolio RPT for School & Provost review
 - Dossier Documents will be shared – see below
 - WorkDay
 - Administrative lead must handle the SO promotion
 - Both departments must update the academic record in WorkDay
 - Required documents (documents must be shared between departments):
 - FEDS CV + grants
 - Personal statement
 - Academic plan – jointly defined, co-signed
 - Chairs letter – jointly composed, co-signed
 - Education Portfolio
 - EO letter should be jointly composed and co-signed
 - Extramural Consultants – there will be one list for the candidate, jointly created by both departments. The “lead department” will submit the EC List via the application.
 - Between Schools
 - Process
 - DCOAP review and vote in both departments
 - Each department will submit a dossier for School-level review and then the lead School will combine the cases so that one dossier is sent to the Provost
 - WorkDay
 - Administrative lead must handle the SO promotion
 - Both departments must update the academic record in WorkDay
 - Required documents (documents must be shared between departments):

- FEDS CV + grants
- Personal statement
- Academic plan
- Chairs letter
- Education Portfolio
- Extramural Consultants – there will be one list for the candidate, jointly created by both departments. The “lead department” will submit the EC List via the application.
 - If another School is the administrative lead, then they will be soliciting the letters. External Consultant letters are confidential in the School of Medicine. In some schools, EC responses are reviewed by DCOAP. The Partner School, if the administrative lead, will share the final approved list and all received letters directly with OAA (not the department).