

Procedures for Inter-Institutional Appointments

Inter-institutional appointments may be initiated by the administrations, by one or both departments, or by one or more individuals within a department, of institutions within the University System of Maryland. Both institutions must have established a need for the appointment and have the positions approved by their respective deans and provosts.

A committee composed of the chairs of the two departments and at least two faculty members from each department will be selected to function as a search and hiring committee. Inter-institutional appointments must be approved by both departments, the deans of the colleges in which each department is located, and the provosts and presidents of each institution. Any faculty member being considered for, or granted, an inter-institutional appointment must have the qualifications deemed necessary for appointment at both institutions.

The two institutions will agree on a letter of appointment, which should specify which institution is designated as the home institution and which is designated the host institution; approximate teaching load distribution between the two institutions and range of courses the faculty member will be expected to teach (which may be modified by a written amendment to the appointment letter) ; and the faculty member's rights and other responsibilities in each of the two institutions. The letter of appointment should also address as many potential areas of questions, uncertainty, and conflict as possible, including: office location; the source of travel money; utilization of general university resources; approval procedures for sabbatical leaves and assigned time grants; the faculty member's right to participate in matters of governance and/or promotion, tenure and merit at each institution; which institution will handle personnel matters relating to the faculty member; and the conditions pursuant to which the appointment may be terminated in whole or in part.

Typically, all reappointment, tenure, promotion and merit recommendations will be made by the home institution after consideration of written input from the host institution. A faculty member may change home institutions upon a written amendment to the appointment letter, and with the approval of the home and host department chairs, deans, provosts, and presidents.

Because the possibility that the faculty member could serve on behalf of two separate institutions may lead to pressure to undertake more service, the chair, deans and provosts should protect the faculty member's right to refuse to serve on more governance bodies and committees than is appropriate.

The proportion of teaching load in the home and host institutions may vary as needed. However, at least 25% of the teaching load each semester should be at the home institution. Furthermore, over any two-year period, at least 25% of the total teaching load should be at the host department/program. However, the home and host institutions may agree upon exceptions to this general standard.

Any amendments to the appointment letter must be in writing, signed by the faculty member and the representatives of both appointing institutions who signed the original appointment letter .

The individual appointed shall be subject to all applicable University rules, requirements and expectations while performing duties required by the University.