

Policy Name: 100% - 0% Cross- Appointment Policy
Originating/Responsible Department: Office of the Provost and Vice-President (Academic)
Approval Authority: Vice-Presidents' Academic and Research Committee
Date of Original Policy: May 2010
Last Updated: March 2024
Mandatory Revision Date: March 2029
Contact: Office of the Provost and Vice-President (Academic)

Policy Statement:

Carleton University supports interdisciplinarity and will facilitate 0% cross appointments for Assistant, Associate, and Full Professors for the purposes of conducting research-related activities in one or more secondary units with the approval of the appropriate Dean(s).

Purpose:

1. The purpose of this policy is:
 1. To provide guidelines for the cross-appointment and extensive participation of faculty members in the teaching, research (including the supervision of graduate students), and administration in two or more academic units and/or Faculties;
 2. To increase interdisciplinary collaboration in teaching and research, at both the undergraduate and graduate levels;
 3. To identify and eliminate barriers for faculty to participate in interdisciplinary activities; and
 4. To promote inter-faculty collaboration.

Scope:

2. This policy will apply to all 0% FTE cross-appointed faculty members in two or more academic units and within one or more Faculties.
3. The conditions that relate to cross-appointed faculty members with a formal shared FTE allocation (i.e. greater than 0%) are outlined in the Collective Agreement between Carleton University and the Carleton University Academic Staff Association.

Procedures:

4. Where sound academic reasons exist, a faculty member may be granted a cross-appointment between two or more academic units, either within the same Faculty or across Faculties.
5. All requests for cross-appointments must be agreed upon by the Chair/Director(s) of the academic units and the Faculty Dean(s). The Dean of the faculty member's primary academic unit will have final approval authority.
6. The primary academic unit will provide office space to the cross-appointed faculty member.
7. Cross-appointed faculty members will hold the same academic rank in all areas of their cross appointments.

Term

8. Cross-appointments are permanent until terminated in accordance with article 9 below.
9. A faculty member's cross appointment will be terminated: upon the retirement or resignation of the faculty member; at the request of the faculty member, in agreement with the Chair/Director(s) of the academic units and the Dean(s); or by the Provost, on the recommendation of the Dean(s).

Teaching

10. Cross-appointed faculty members may teach in either or all units of their secondary appointment as long as they are qualified to do so. All such teaching arrangements must be discussed and agreed upon by the faculty member, the Chair/Director(s) of the academic units, and approved by the Dean(s).

11. Cross-appointed faculty members may teach courses in their home unit that could be of interest to students in the secondary unit as long as this is accepted and approved by the Chair of the secondary unit.

Research

12. Cross-appointed faculty members may supervise graduate students in their secondary units without a faculty co-supervisor, provided that they have supervisory status in their primary unit, subject to the agreement of the Chair/Director(s) of the academic units and the approval of the Dean(s).

Administration

13. Cross-appointed faculty members may assume administrative responsibilities in the area of their secondary appointment(s). All such cross appointments must be discussed and agreed upon by the cross-appointed faculty member and the Chair/Director(s) of the academic units, and approved by the Dean(s).

Governance and Membership

14. Cross-appointed faculty members may be invited to attend meetings and receive materials within the academic unit(s) of their 0% cross appointment(s). They are not obliged to attend meetings, however.
15. Cross-appointed faculty members do not typically have any formal status or voting rights within the academic unit(s) of their 0% cross appointment(s). However, upon approval by a Departmental Board of all faculty and instructors in the academic unit and formal amendment of their constitution, if applicable, all faculty members and/or instructors holding 0% appointments may be granted voting rights in the academic unit in which they hold a 0% appointment.

Career Decisions

16. Decisions regarding appointments, leaves, tenure, promotion, and salary increments will be made within the primary academic unit.

Roles and Responsibilities:

17. Requests for cross appointment and termination of such appointments must be made through the completion and approval of the *Cross Appointment Request* form in accordance with standard University procedures.
18. Confirmation of the approval of cross-appointment will be made by the Faculty Dean of the candidate's primary unit, copying all concerned unit Chairs and /or Directors, and other Deans if applicable; the Manager of Faculty Affairs shall also be informed and will ensure that the candidate's Faculty Profile will be updated to reflect the cross-appointment status.

Contacts:

Office of the Provost and Vice-President (Academic)

Links to related Policies:

[Collective Agreement between the Carleton University Academic Staff Association and Carleton University](#)
[FGPA Graduate Supervision Appointments Policy](#)