

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:	October 2018
Mandatory Revision Date:	October 2023
Contact:	Office of the Provost and Vice-President (Academic)

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 one or more Faculties.
3. The conditions that relate to cross appointed faculty members with a formal shared FTE allocation are outlined in the Collective Agreement between Carleton University and the Carleton University Academic Staff Association.
4. This policy is effective June 2010.

Policy

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

Term

9. Cross appointments are permanent until terminated in accordance with article 10 below.
10. 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

11. 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).
12. 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 they are qualified to do so.

Research

13. Cross appointed faculty members may carry out research in either or all units of the secondary appointment.
14. 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

15. 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

16. Cross appointed faculty members may be invited to attend meetings and receive materials within the academic unit(s) of their 0% cross appointment(s).
17. 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, 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

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

Procedures

19. 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.

20. Upon approval, a letter to the cross appointed faculty member will be issued by the Provost and Vice-President (Academic) clarifying the terms of the cross appointment.

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](#)