

# PUBLIC HEALTH is the SECONDARY Department JOINT APPOINTMENT DOSSIER CHECKLIST

UCLA's policy on joint appointments can be found in [The CALL, Appendix 15](#). The Department proposing the joint appointment is responsible for coordinating the process. A joint appointment should not be proposed in conjunction with a merit increase or promotion. Joint appointments require a minimal dossier. Joint appointment dossiers should be given priority in terms of completion so that the required deadlines can be met.

	<input style="width: 40px; height: 20px;" type="text"/>	
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Faculty Name:

Effective Date:

Date submitted to the Dean

**JOINT APPOINTMENT?**

Yes   
No

**IF YES, OTHER DEPARTMENT:**

DOCUMENTS	COMMENTS/NOTES
<input type="checkbox"/> <b>Data Summary Cover Page</b>	Joint Appointment Data Summary . A joint appointment is without salary. The proposed rank and step should reflect the candidate's current status.
<input type="checkbox"/> <b>Employment History</b>	Request from Primary Department
<input type="checkbox"/> <b>Vote Page</b>	* A vote of the faculty of the primary department is required where departmental bylaws stipulate such a vote. In the absence of departmental bylaws, or any custom and practice, a recommendation from the primary department can take the form of: 1. a full faculty vote and department letter, 2. Standing or ad-hoc committee vote and report, or 3. Chair's letter of recommendation
<input type="checkbox"/> <b>Department Assessment (Chair's Letter)</b>	The Department Assessment should include summary of department meeting. The first paragraph should reiterate the vote (if taken), proposed rank/step and the appointment effective date.
<input type="checkbox"/> <b>Prior Certification Page</b>	Signed by the candidate prior to the Department vote.
<input type="checkbox"/> <b>After Certification Page</b>	Signed by the candidate after the Department vote.
<input type="checkbox"/> <b>Primary Department vote page, Chair's letter, &amp; After Cert pg</b>	A copy of the completed dossier is sent to the primary department for input. The Primary department should return a vote page, Chair's letter and After Cert pg to be incorporated into the dossier. Once the entire dossier is completed, then the case is submitted to the Secondary Department Dean.
<input type="checkbox"/> <b>WOS Waiver Option</b> <a href="#">Policy and Procedures</a>	The candidate should be notified of the WOS Waiver Option by the secondary department at the time of appointment. If the candidate chooses to participate the SPH WOS Waiver form should be completed and the faculty vote should be recorded on a vote page. Signatures of Candidate, Primary and Secondary Dept Chairs should be included with the dossier at the time of submission. <span style="color: blue;">By way of this waiver, the faculty member also gives up the right to vote on all departmental personnel actions.</span>

Whenever an appointee serves on a joint appointment basis the department with primary jurisdiction has the responsibility to coordinate and obtain the other department's recommendation concerning advancements or other academic personnel actions of the individual. **Any submission of academic actions on the individual's behalf must include the recommendation of each Department Chair as well as the faculty vote from each department. Unless the candidate has a WOS Waiver Option in place, if so, secondary participation is waived for all personnel actions.**