

## POLICY:

### 1. Request for Waiver

At anytime during the duration of the joint appointment, where appointment in the secondary department is at 0% time, the holder may request in writing that the secondary department consider waiving participation in his/her personnel actions. This request, addressed to the Chair of the secondary department, will be considered by the full faculty and voted upon. If the faculty accepts this waiver request by a majority vote, the Chair will forward the result of the vote and make a recommendation to the relevant Dean for final approval.

### 2. Duration

The approved waiver may be in effect for a period of up to three years and may be reconsidered at the request of the appointee or through a majority vote of the secondary department.

When a holder of this type of a joint appointment is promoted in rank or advanced in step, he or she is to be viewed as holding the new step or rank in both the primary and secondary department, irrespective of whether the secondary department has waived participation in the academic personnel reviews of the appointee.

### 3. Participation in Secondary Department Matters

A holder of a joint appointment who waives the participation of the secondary department in his or her academic personnel reviews, thereby also waives the right to participate in and the right to vote on academic personnel matters in the secondary department so long as the waiver of the department's participation in his or her own academic personnel reviews is in effect.

*The waiver of participation and the right to vote does not extend, however, to matters in the secondary department that do not involve academic personnel issues.*

## PROCEDURE: WHEN SPH IS THE PRIMARY DEPARTMENT:

When preparing **Merit and Promotion** dossier for individuals who have opted or waive secondary department review, simply indicate the Secondary Department and effective dates of the waiver at the bottom of the vote page. This will enable all reviewing agencies to easily identify action that are subject to the waiver option, and avoid unnecessary delay.

At the start of every academic year the department should review waiver expiration dates and communicate with secondary departments if a renewal will be needed. Even if faculty review will not take place during that academic year there should be an updated record on file at all times whether or not the joint appointment is participating in personnel actions. The secondary department is responsible for keeping waivers updated.

The secondary department will forward their Waiver Option Form to you for your Chair's signature and the vote page for your vote (if your department bylaws stipulate a vote). Once you have obtained your Chair's signature and completed the vote page (if applies) return the form(s) to the secondary department.

Once the waiver has been processed completely you will receive a copy of the updated waiver with all signatures.

## PROCEDURE: WHEN SPH IS THE SECONDARY DEPARTMENT:

When initiating a joint **appointment** in a secondary department, the candidate must be informed of the waiver option. If a waiver is requested at the time of appointment, the vote page should indicate two votes. The first vote addressing the joint appointment action, the second vote addressing the request for waiver.

At the start of every academic year the department should review waiver expiration dates and **update waivers** as needed. Even if faculty review will not take place during that academic year there should be an updated record on file at all times whether or not the joint appointment is participating in personnel actions. This means that you should not allow a waiver to expire if you are the secondary department.

- a. Notify the candidate that the waiver will expire and at their request you will renew it for another 3 years. [Waiver Renewal Sample letter](#)
- b. Vote page – Full faculty vote

- c. Obtain chair's signature on [SPH Waiver Option](#) (use the form provided on the SPH HR website only)
- d. Forward the original with a copy of the employment history record to the Primary Department.  
Ask their coordinator to obtain their chair's signature and vote (if applicable) and return to you.  
[Sample Letter to Primary Department](#).
- e. Forward completed documents to Dean's office Academic Personnel for Dean's signature.
- f. After obtaining Dean's signature, the form will be forwarded to Primary Dean for final signature.
- g. Copy of waiver with all signatures will be forwarded to both departments.