**Office of the Provost**

**Guidelines for Merit Process for Interdisciplinary Faculty**

December 9, 2021

Working together with the college deans and department chairs, the following guidelines are provided for the upcoming merit evaluation process for interdisciplinary faculty. Interdisciplinary, or “jointly appointed” faculty are defined as either **a)** faculty who are appointed in more than one college or as **b)**faculty who are appointed in more than one department within one college.

**Process for merit evaluation of jointly appointed faculty:**

1. Interdisciplinary faculty members should complete and submit the merit document of their tenure home department/unit per the procedure of that department/unit. Interdisciplinary faculty members should *also* send the same merit document to the secondary unit chair (or equivalent) by January 24, 2022.
2. Merit document will be reviewed by secondary unit chair (or equivalent) by February 15, 2022.
3. Secondary unit chair (or equivalent) discusses review with tenure home department chair by March 1, 2022.
4. Tenure home department chair (or equivalent) provides the merit report, incorporating the secondary unit chair’s report, back to the interdisciplinary faculty member, following the procedure of the tenure home department.
5. Tenure home department chair (or equivalent) submits merit recommendation for the interdisciplinary faculty member to the tenure home dean and to the secondary unit dean.
6. Each dean generates a recommended merit raise percentage for the faculty member to arrive at a mutually agreeable merit raise. In doing so, they should honor the merit recommendation from the primary unit with the input from the secondary unit.

**Suggestion:**

Tenure home departments with interdisciplinary faculty might consider adding the following two questions to their merit document to be completed by interdisciplinary faculty:

1. Please describe your teaching/research/service responsibilities (as applicable) in your secondary unit.
2. Please comment on how your joint appointment is productive for you in terms of teaching, research, and service.