Guidelines for Secondary and Joint Faculty Appointments

Both secondary and joint appointments are in addition to one’s primary faculty appointment. Secondary and joint appointments can exist across different departments within the School of Medicine or can exist across different Schools within Emory University. The title and track of the secondary or joint appointment must match that of the primary appointment. These appointments can occur at initial appointment or any time thereafter. The Department Chair must write a proposal letter to the Dean’s Office and submit it along with a current SOM-formatted one-page CV. The Dean’s Office will review the proposal as well as the terms of any donor or endowment agreement to confirm that the proposal is appropriate.

Secondary Appointment Request
A secondary appointment is without compensation or other financial support from the secondary department. This type of request is submitted through eHRAF by the secondary department. The department will include the secondary appointment checklist, the candidate’s CV, and a letter from the Chair of the secondary department to the Dean requesting the appointment. The Chair of the primary department should indicate approval on the request letter.

Joint Appointment Request
A faculty member with a joint appointment receives compensation or other financial support from both departments. This compensation or financial contribution could be a portion of the faculty member’s salary, start-up package, space or other items of distinct financial value.

If a joint appointment is requested at initial appointment, it must be submitted to sompreliminarypacket@emory.edu with all of the required forms, including the offer letter and the FPF. If a joint appointment is being added to an existing primary appointment, an eHRAF can be submitted with the joint appointment checklist, letter to the Dean from both departments’ Chairs fully describing the joint arrangement, and the faculty member’s current CV. Compensation amounts and related smartkeys should be specified in this letter.

Promotions for faculty with secondary or joint appointments
If a faculty member with a secondary or joint appointments is being considered for promotion, the Chair of the secondary or joint department must provide a letter of support that is included in the promotion packet. The letter should request simultaneous promotion in the secondary/joint department. When a promotion occurs, the primary department should notify the secondary/joint department. It is the secondary/joint department’s responsibility to update the joint/secondary job record.
Terminations for faculty with secondary or joint appointments
When primary faculty appointments are terminated, the primary department should notify the secondary/joint department so that the secondary/joint department can terminate the secondary/joint job record.

Unusual situations
Unusual situations, such as appointments spanning different Emory schools or non-Emory-affiliated institutions, should be discussed with the Dean’s Office on an individual basis as they occur.

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