Cross Appointment Guidelines

Articles 23.27 to 23.34 apply

For Cross Appointments or renewals, the process is as follows:

- Faculty member writes Chair/Department Head requesting cross appointment, copying their home unit.
- Chair/Department Head will seek collegial consultation within their disciplines/divisions
- Chair/Department Head of home unit writes letter of support and recommendation to other unit.
- Chair/Department Head writes letter to Dean to request appointment (including recommendation letter and indicating whether voting rights and committee membership are a privilege.
- Dean considers request and writes a letter of recommendation to the Vice President Academic with the following attachments:
  - Written consent of the faculty member
  - Letter of support from (two) units involved
  - Copy of faculty member’s - Curriculum Vitae

If these appointments have expired, there will be no backdating of appointments. These appointments should be for a 3 year renewable term from start date.

Both the recommendation letter and supporting letter must state that consultation has occurred within the departments involved. (See Article 23.28 in the Collective Agreement)

For further details regarding Cross Appointments please visit the MUNFA Collective Agreement

Note

“When preparing letters of recommendation for cross-appointments to the Dean, the Chair/Department Head should indicate if the faculty member is eligible to vote at departmental meetings, or to be elected/appointed to Committees within the Unit.”

ALSO please indicate whether Collegial Consultation has been carried out.

/jmcg

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