

Guidelines for Joint, Secondary, Affiliate, and Adjunct Appointments

Department of Chemistry and Biochemistry

Baylor University

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Overview: The appointment of joint, secondary, affiliated, and adjunct faculty between departments and external to the university can provide an excellent means for fostering collaborative research. Given that Chemistry and Biochemistry often serve as linchpins between a variety of disciplines, it is certainly in the best interest of our department to engage in the appointment of faculty to these positions. However, we also recognize that for pedagogical reasons as well as perceived national and international reputation, we have an obligation to maintain an identity traditionally associated with Chemistry and Biochemistry. Thus, the appointment of joint, secondary, affiliate, or adjunct faculty must not impact the pedagogically driven hiring plans for the Department of Chemistry and Biochemistry. In addition, joint, secondary, affiliate, and adjunct appointments will be limited in number and always subject to change as determined by biennial vote of the research-active Chemistry and Biochemistry tenure-track faculty.

Terminology: In accord with University Guidelines, the Department of Chemistry and Biochemistry (CBC) at Baylor recognizes four types of appointments for Baylor faculty external to our department. These include “Joint”, “Secondary” and “Adjunct”, and “Affiliate” appointments. Joint appointments can be viewed as half-time appointments to Baylor faculty who are employed full-time and accorded the same status, voting rights, and expectations, with regard to research, teaching and service, as tenure track Chemistry and Biochemistry faculty, but scaled by no more than a 60% commitment to their home department. Secondary appointments can be of two types “Regular” and “In-Name-Only” and are made to faculty who are employed full-time by Baylor. Faculty holding In-Name-Only Secondary Appointments in CBC have neither voting rights nor expectations for teaching or service and maintain a 100% commitment to their home department. Regular Secondary Appointments in CBC are the same as “In-Name-Only” except these faculty are expected to participate in the research enterprise, graduate recruiting, and may accept CBC Graduate Students into their research group, provided no more than one of these students is supported on a CBC TA line. In addition, CBC and Baylor University recognize the occasional need for collaborations both internal and external to Baylor with individuals who may or may not participate in the educational aspects of the research enterprise and may or may not be Baylor Employees. These collaborations can often facilitate the development of broader research programs and proposal preparation. Appointments fitting this latter description are considered either “Affiliate” or “Adjunct” and can be viewed similarly to the In-Name-Only Secondary appointment but reserved for faculty who are either not employed by Baylor or employed on a part time basis, respectively (see, BU-PP-XXX “Affiliate Faculty”). The appointment as an “Affiliate” or “Adjunct” faculty member is not accompanied with expectations of teaching, service or research and does not provide access to Chemistry and Biochemistry graduate students, or university facilities. Appointments of faculty external to the Department of Chemistry and Biochemistry are subject to renewal biennially by vote of the research-active Chemistry and Biochemistry tenure-track faculty.

Specifics and Expectations:

Affiliate Appointments:

- Not employed by Baylor.
- Must have an established collaboration with a regular Chemistry and Biochemistry research active faculty member.
- Access to Baylor Facilities limited to those negotiated via external contracts and in accord with BU-PP XXX “Affiliate Faculty”.
- May be listed as “Adjunct/Affiliate Faculty” on the Departmental Web Page.

Adjunct Appointments:

- May be employed on a temporary basis by Baylor.
- Must have an established Collaboration with a regular Chemistry and Biochemistry research active faculty member.
- Access to Baylor Facilities limited to those negotiated via external contracts and in accord with BU-PP XXX “Affiliate Faculty”.
- May be listed as “Adjunct/Affiliate Faculty” on the Departmental Web Page.

In-Name-Only Secondary Appointments:

- Must be a tenure-track faculty member in a Baylor University Academic Department.
- Maintains 100% commitment to home department.
- Will be listed under “Secondary Faculty” on the Department Web Page.
- No Teaching, service, or research responsibilities.
- No access to CBC graduate student resources.
- Appointment status is subject to renewal by biennial vote of Chemistry and Biochemistry tenure-track research-active faculty.
- Can mentor Chemistry and Biochemistry undergraduate research and be assigned as a teacher of record for the appropriate CHE section.

Regular Secondary Appointments:

- Must be a regular tenure-track faculty member in a Baylor University Department.
- Maintains 100% commitment to home department.
- Will be listed as “Secondary Faculty” on the Department Web Page.
- Invited to faculty meetings but may not vote.
- No teaching or service responsibilities.
- Expected to participate in faculty and graduate student recruiting.
- Expected to interact with relevant invited colloquium speakers.
- May accept Chemistry and Biochemistry Graduate students but may not support students by using more than one TA line from Chemistry and Biochemistry. Acceptance of more than one student is thus contingent upon the secondary faculty member’s ability to support additional Chemistry and Biochemistry students as RAs.
- Expected to serve as committee member on thesis committees and may be considered an out of area member.
- Secondary Appointment status is subject to renewal by biennial vote of Chemistry and Biochemistry tenure-track research-active faculty.

- Can mentor Chemistry and Biochemistry undergraduate research and be assigned as a teacher of record for the appropriate CHE section.

Joint Appointments:

- Must be a tenured faculty member in a Baylor University Department (a.k.a. Home Department).
- Maintains 40-50% commitment to CBC in teaching, service, and research.
- Will be listed as “Joint Appointment” on the Departmental Web Page.
- Invited to faculty meetings and may vote.
- Must teach one graduate or undergraduate course per year that fulfills a respective CBC degree requirement. This may be a cross-listed course in the home department.
- Expected to participate in faculty and graduate recruiting.
- Expected to serve on departmental committees at a level equal to 50% of regular CBC faculty.
- Expected to interact with relevant invited colloquium speakers and may invite one outside speaker per academic year.
- May accept CBC Graduate Students but may not support students by using more than two TA lines from Chemistry and Biochemistry. Acceptance of more than two students is thus contingent upon the Joint Faculty member’s ability to support the additional Chemistry and Biochemistry students as RAs.
- May access Chemistry and Biochemistry stockroom resources but limited to the supplies needed to support only CBC graduate students.
- Can mentor Chemistry and Biochemistry undergraduate research and be assigned as a teacher of record for the appropriate CHE section.
- Expected to serve as a committee member on thesis committees but may not be considered an out of area member.
- If occupying space in the BSB and/or accessing CBC Stockroom resources, the home department must contribute 50% of any F&A revenue to be distributed in accord with University Guidelines to the School of Arts and Sciences (if Home Department not in SAS) and the Department of Chemistry and Biochemistry.
- Joint Appointment status is subject to renewal by biennial vote of Chemistry and Biochemistry tenure-track research-active faculty.