



Faculty of Medicine

Office of the Dean  
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January 14, 2020 revised  
(MUNFA Collective Agreement April 30, 2019-August 31, 2020)

### **Joint Appointment - Guidelines**

**Articles 24.06-24.13 apply**

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

- Faculty member writes Chair/Department Head requesting joint/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 [https://www.mun.ca/facultyrelations/academic/asm/Final\\_MUN-MUNFA\\_CA\\_2019.pdf](https://www.mun.ca/facultyrelations/academic/asm/Final_MUN-MUNFA_CA_2019.pdf)

**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.**

**Note: Please send these to the Academic Affairs Coordinator at [academicaffairs@med.mun.ca](mailto:academicaffairs@med.mun.ca) for processing**  
/jmcbg

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