

I-23
**CASE PREPARATION FOR INDIVIDUALS WITH
JOINT APPOINTMENTS**
(08/09)

When preparing a case for a faculty member who is jointly appointed in two or more departments, the departments are encouraged to jointly gather and prepare the materials for the case or to share case materials.

In cases requiring external letters the departments are encouraged to solicit letters jointly, or agree to share letters solicited independently. At a minimum, departments should work together to assure that they are not independently contacting the same individuals and that an appropriate mix of evaluators are being contacted.

Departments may choose to make use of an interdepartmental ad hoc committee to provide analysis of the materials in the file. Likewise, a “majority percentage” department may take the lead on a case by independently preparing the case, soliciting letters and writing the main analysis of the record.

Regardless of the method of preparation of case materials or the format of the written analysis, each department must then independently review the analysis and other supporting materials, vote, and prepare an independent departmental letter that provides the information required in RB I-35 #1 as well as any additional independent analysis or comment from the department. That letter may refer back to any joint assessment materials, but should then add any appropriate perspectives and assessments that are unique to the Department. Both the written analysis and the individual departmental letters must be made available to the candidate as part of the safeguard process.

Minority opinion reports or candidate comments in response to a departmental letter are made available only to the faculty in that department and are not shared.