

Guidelines for Secondary Appointments
Across Departments at Vanderbilt University

Faculty in the School of Engineering may be considered for secondary appointments in departments other than their own primary department. These appointments are made in support of an individual's substantial and ongoing academic and/or research collaboration beyond routine collegial interactions. All requests for secondary appointments must be reviewed and approved by the chair of the primary department and the Dean of the School of Engineering. When a faculty member is considered for a secondary appointment in another department or school, the following steps are necessary.

1. The chair of the department where the secondary appointment is to be made writes a memo to the department chair of the primary department. The secondary chair's request should include the following:

Name of the Engineering School faculty member

Title of secondary appointment

Term of secondary appointment

Any specific assignments associated with the appointment

The memo should request the primary chair's concurrence with the secondary appointment.

2. The chair of the primary department should forward his concurrence with the request for the secondary appointment to the Dean of the School of Engineering. If approved, the Dean of Engineering will inform the chair of the secondary department.
3. Once approval has been given by the Dean of the School of Engineering, the chair of the secondary department prepares an appointment offer letter for the faculty member through the process appropriate for that school, copying the Dean of the School of Engineering and the chair of the primary department.
4. When the faculty member accepts the appointment, he/she acknowledges the acceptance in writing to the department offering the appointment and copies the Dean of the School of Engineering and the chair of the primary department.