

Appointment of non-DMS Dartmouth Faculty in a DMS Department

Within the Dartmouth Community, it occasionally becomes desirable to grant a secondary DMS departmental appointment to a non-DMS faculty member. Customarily this is done by making an adjunct appointment in the DMS department at the same rank that individual holds elsewhere in the institution. This is done at the discretion of the DMS departmental chair with the concurrence of the chair of the faculty member's home department. The mechanism is the same as for secondary appointments granted by one DMS department to an individual in another DMS department. The request is made of the dean and approved by the Dean's Advisory Board.

If a DMS department wishes to grant a full, active faculty title (Assistant, Associate or full Professor) to a non-DMS Dartmouth faculty member, the mechanism is the same as for granting a DMS faculty title to a new DMS recruit. At the Assistant Professor level, the department chair makes the recommendation to the dean and it is affirmed by the DAB. For advanced titles (Associate Professor and Professor) the recommendation is made by the department chair and reviewed by the APT Committee. Those guidelines are shown below.

Any financial arrangement regarding salary support, teaching obligations, or commitments of DMS resources/space, must be discussed in advance by the DMS department chair with the Dean and the DMS Chief Operating Officer.

All titles are subject to review and approval by the provost and the Dartmouth board of Trustees.

FACULTY NEW TO DMS BEING CONSIDERED FOR A SENIOR FACULTY APPOINTMENT (ASSOCIATE PROFESSOR or PROFESSOR) EQUIVALENT TO THEIR CURRENT RANK

Please note: It is the Department's responsibility to solicit all letters and to assure their receipt. All letters received by the department MUST be included in the portfolio.

Associate Professor

- DMS Department Chair's Letter (See pages 3 & 4 of the Guidelines for Faculty Promotion) specifically focusing on the role the non-DMS Dartmouth faculty member will play in the functions and initiatives of the DMS department.
- “Home” (non-DMS) Department Chair's letter, supporting the joint appointment.
- Career Overview, written by the candidate setting for the logic and purpose of the DMS appointment. (See page 4 of the Guidelines for Faculty Promotion)
- Current CV in Harvard format (See pages 4 & 13 of the Guidelines for Faculty Promotion). CV's will not be accepted if they are not in Harvard format.
- One copy of four to ten different publications by the faculty member.

Letters from reviewers: Reviewer letters should come from a variety of institutions which will indicate the presence of a regional, national or international reputation. The reviewer letters must hold a faculty appointment at the level of Associate Professor or Professor.

- A total of five reviewers' letters are required
- At least three of the five reviewers **MUST** be chosen by the department chair.
- No more than two reviewers **CAN** be chosen by the candidate.
- Two of the letters may be from current DMS faculty and/or faculty from the candidate's current institution. Four must be obtained from other institutions.

Teaching Evaluation: A letter from the appropriate authority in the component of Dartmouth in which the faculty member's home department is located attesting to their ability and skills in teaching. *If teaching is not to be a component of the DMS appointment, this can be omitted.*

Grant Support: Complete information about the candidate's past, present and pending grant support. This information is viewed by the Committee as highly relevant in evaluating the candidate's initiative and record with respect to peer review. *If no data is provided it will be assumed that there is no grant support.*

Professor

With one exception the same documentation required for consideration for appointment at the rank of Associate Professor is required for consideration for appointment at the rank of Professor. The number of letters for those being considered for promotion to Professor is seven, (which must come from full Professors) with the breakdown as follows:

- At least four of the seven, reviewers **MUST** be chosen by the department chair.
- No more than three reviewers **CAN** be chosen by the candidate.
- Three of the letters may be from current DMS faculty and/or faculty from the candidate's current institution. Four must be obtained from other institutions.