

## **Congratulations, you have an External Joint Faculty Appointment. What's next?**

Joint Faculty Appointments (JFAs) with external organizations are highly nuanced and can vary greatly depending on the partner and work to be achieved. Your school, college, Office of Faculty Affairs, and the Office of Sponsored Programs are knowledgeable resources and partners. Consult them as early as possible as you navigate this process.

### **What are characteristics of joint faculty appointments?**

A joint faculty appointment is defined as one in which a faculty member has full-time employment that spans two or more organizations. JFAs support multidisciplinary efforts and research outreach. They may lead to increased collaboration and beneficial research partnerships. The faculty member, Georgia Tech (GT) and external host unit(s) should benefit from the arrangement. These appointments are generally for one year or longer.

### **Types of Joint Faculty Appointments:**

- **National Lab Appointments** to one of seventeen federally funded [national labs](#) (or from National Labs) are characterized by an employee of one institution conducting research, teaching, or administering programs at another Institution. These appointments can be either full-time or less than full-time.
  - [Joint Affiliations with the DOE National Labs](#)
    - [National Labs Appointments SOP](#)
    - [National Labs Flowchart](#)
- **Federally funded appointments** (not to national labs) are a different type of appointment but have some of the same elements. Typically, employees relinquish responsibilities at Georgia Tech but do not lose privileges or years of service at USG/GT. Examples of these appointments include NIH (National Institutes of Health), NSF (National Science Foundation), Veterans Administration (VA) or similar federal agencies.

### **Other/Similar to Joint Faculty Appointments**

- [USG Inter-institutional Faculty Appointments](#) consist of shared responsibilities within the University System of Georgia (USG) and are sometimes referenced as **Dual Appointment Agreements**. Learn more [here](#).
- **Inter-institutional Faculty Appointments** also exist outside USG institutions. For example, Emory/GT JFAs are predominantly seen in Biomedical Engineering (BME) ; faculty are always employed by GT or Emory. If employed by Emory, GT offers adjunct faculty (affiliate) status. If employed by GT, Emory offers a similar courtesy status.
- **Faculty Fellowships** vary widely in their structure and makeup but may have some characteristics often associated with Joint Faculty Appointments. For example, the fellowship may involve the faculty member spending time at another physical location or receiving a salary for work outside of specific sponsored projects.

- An [Intergovernmental Personnel Agreement \(IPA\)](#) is typically required for federally funded agency appointments. The IPA permits the temporary assignment of skilled career employees to positions with **Federal Agencies**, State, local governments, Indian tribes, institutes of higher learning and other eligible organizations as defined in 5 CFR 334. Most federal IPAs are standard and have been vetted by OSP and Faculty Affairs. IPAs are processed in GT-TRACS as changes in appointment, and in eRouting as if they were a sponsored project.
- **Courtesy or Honorary Appointments** may have benefits or prestige for the faculty member from the originating organization, but do not include financial salary. These are sometimes referred to as “zero dollar” appointments.
- Foundation or hospital appointments occur most often as **consultative agreements** with an associated leave of absence from Georgia Tech but could be documented as an “honorary” appointment.

#### **Key partners or stakeholders:**

School and College: The faculty member begins the internal process in their school and/or college with a discussion of the opportunity, likely involving the school chair, to develop a mutual understanding of how the appointment will impact the faculty member and school. The school begins the paperwork in GT-TRACS with a letter of support and other key documentation specific to this opportunity.

Office of Faculty Affairs: Faculty Affairs provides many services, including overseeing the processing of personnel transactions for all faculty and faculty affiliates. The office is responsible for setting and maintaining guidance and best practices on faculty appointments, including external adjunct and joint appointment positions. Faculty Affairs reviews all agreements and confirms that the best interests of the faculty are represented and that expectations within the contracts are amenable to all involved.

Office of Sponsored Programs (OSP): OSP is a key partner in this process and plays two major roles. The first is to ensure that regardless of the type of joint faculty appointment, any researcher with changing employment terms has fulfilled the responsibilities associated with their current portfolio of sponsored programs. These responsibilities may include a variety of actions to ensure that the projects are covered by the appropriate personnel, relevant intellectual property remains protected, and sponsors are advised of any updates. OSP’s second role is sometimes, but not always, to manage the agreement for the joint appointment itself. In this case, the faculty member requests a Scope of Work (SOW) from the funding organization that includes details for salary, materials/supplies, and travel. Intellectual Property (IP) must be addressed if it is not included in a master agreement. The faculty member should ensure that OSP is partnered in JFA packages early in the process via GT-TRACS, and subsequently via e-Routing if the appointment is an IPA. On other types of appointments, such as fellowships, OSP

will advise the faculty member on whether the relevant paperwork must be processed through e-Routing.

Office of General Counsel: The OGC may be included as a partner or resource for discussion of possible conflict of interest (COI) management, Organizational Conflict of Interest (OCI), Intellectual Property (IP) or similar inquiries. Depending on the type of JFA, they may also handle negotiation of the agreement.

### Joint Faculty Appointment Initiation Process

*See detailed instructions below the chart.*

Type of Action	Researcher	Unit	Faculty Affairs	OSP	OGC
National Labs	See <a href="#">Joint Affiliations with the DOE National Labs</a>				
Other Federally Funded Appts	Initiate conversations with school chair and unit administrators. Monitor processes throughout and provide any requested information. Enter the appointment into the Col disclosure system.	Initiate GT-TRACS package and tag OSPs Dir. Gov.& NP Contracting/ RI (Vannessa Daniels) and AVP-RA (Brandon Strickland). Initiate eRouting package.	Advise the unit/ researcher on all subsequent steps. Confirm that OSP has been tagged in the GT-TRACS package.	Collaborate with researchers and sponsors to determine appropriate actions for sponsored projects. Negotiate the IPA agreement. Advise the unit to initiate a GT-TRACS package.	Advise the researcher on any potential conflicts of interest.
All Other Appointments	Initiate conversations with school chair and unit administrators. Monitor processes throughout and provide any requested information. Enter the appointment	Initiate GT-TRACS package and tag OSP. Initiate eRouting package if advised to do so by Faculty Affairs or OSP. Collaborate with other	Advise the unit/ researcher on all subsequent steps. Confirm that OSP has been tagged in the GT-TRACS package.	Collaborate with researchers and sponsors to determine appropriate actions for sponsored projects. If the appointment itself is a sponsored	Advise the researcher on any potential conflicts of interest. If the appointment itself is not a sponsored project, negotiate the agreement.

	into the Col disclosure system.	units (OGC, controller's office, etc.) if advised to do so by Faculty Affairs.	Collaborate with OSP to understand whether the appointment itself should be routed as a sponsored project.	project, negotiate the agreement. Advise the unit to initiate a GT-TRACS package.	
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### What documents are recommended or required?

Required documents vary by JFA partner. Faculty Affairs and OSP will advise the unit, but paperwork often includes:

- School support letter from the chair
- Scope of Work (SOW) or
- Memorandum of Understanding (MOU)
  - Topics of the MOU may include key procedures for the faculty member's career (space, career appraisals, advancement steps, academic review if necessary) designation of a home department, extramural funding allocation, cost share, teaching workload (if applicable), service to the Institute(s), mentoring and collaboration activities between the organizations.
- Intellectual Property agreement
- Faculty Member's curriculum vitae (CV)
- Confirmation of financial commitment
- Master Agreement (if available) or
- Master Faculty Loan Agreement (MFLA), or Individual Faculty Loan Agreement (IFLA)
- Contract/sub-contract or
- Classified material or other security agreement (if applicable)
- **External Activities/Conflict of Interest** disclosure with the Conflict of Interest (COI) team in the GT Office of the General Counsel (OGC).

### Where do you start the internal process and keep the documentation?

**GT-TRACS:** is the online system where all information related to faculty hiring processes and changes to appointments are uploaded and routed for approval. Staff and administrators on campus can use GT-TRACS to initiate and track these processes.

The initial GT-TRACS action should be initiated from within the school/unit or college/division by the financial or business administrator or departmental HR contact. The package is classified under ‘appointments’ and could be a change in appointment or ‘other’ package type depending on the specific need. The school chair/unit head or other representative should send this detail to Departmental HR to initiate the package in GT-TRACS.

Units should reach out to Faculty Affairs or OSP for questions and resource support. **If you have exhausted your resources and still have questions, please contact [CROO@gatech.edu](mailto:CROO@gatech.edu) for guidance.**

#### **FAQs:**

**Where should I start?** Meet with your school chair or department head. Prepare a detailed draft letter of support for the chair/supervisor and initiate the GT-TRACS appointment process with your school administrator.

**If my appointment is considered more ‘non-traditional,’ where should I start?** Start with your school or college for initial guidance and initiate the process in GT-TRACS. Do not hesitate to reach out to Faculty Affairs or OSP for questions and resource support. If you have exhausted your resources and still have questions, please contact [CROO@gatech.edu](mailto:CROO@gatech.edu) for guidance.

**How long does the approval process take?** Processing time varies depending on the type of appointment and documentation required, but if this is a “zero dollar” appointment it could be completed in about four weeks. If the agreement is more complicated or additional documentation of other clarification is required, it could take eight to twelve weeks or longer depending on negotiations with the external party.

**Is it a Joint Faculty Appointment or an Honorary appointment?** There are times when an external partner organization wants to recognize your service with an honorary faculty appointment. While prestigious, these often do not meet the characteristics of JFAs, and less action (or no action) is necessary. These could also be referred to as “zero-dollar appointments.” Please consult with your school or college leadership and the [Office of General Counsel](#) regarding required disclosures (e.g., COI).

**What are the Intellectual Property Terms?** The PI is responsible for reaching out to the Office of Technology Licensing (email: [vpr-techlicensing@gatech.edu](mailto:vpr-techlicensing@gatech.edu)) with the statement of work, unless IP is covered by a Master Agreement. For many National Labs the Master Agreements are linked in the [National Lab Flowchart](#).

#### **Supporting Reference Material or Resources:**

[Joint Affiliations with the DOE National Labs](#)

[Office of the Vice Provost for Faculty: Time Away](#)

[Office of the Vice Provost for Faculty: USG Dual Appointment Agreements](#)

[Standards of Ethical Conduct Briefing for Intergovernmental Personnel Act \(IPA\) Assignees](#)