



*Department of Hydrology & Atmospheric Sciences (HAS)  
Policies and Procedures*

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**JOINT APPOINTMENTS**

*Courtesy Appointments for UA Tenure Track Faculty Only*

Joint appointment procedures are in line with the College of Science, and adopted by the Department of Hydrology & Atmospheric Sciences.

- Candidate sends HAS a CV and letter requesting appointment. Letter is to include reasons for joint appointment.
  - HAS circulates Candidate's letter and CV to faculty for a vote.
  - If approved, the Department prepares a letter to the Candidate approving joint appointment with both the Department Head and Dean's signature.
  - HAS processes the Candidate's joint position title in UAccess and attaches the letter and CV.
  - Original letter goes to the Candidate with copies to the Candidate's home department, Dean's Office, and HAS records.
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