

Policy regarding academic appointments at other institutions
Weinberg College of Arts and Sciences

Basis for policy

The University's Faculty Handbook states, "Full-time faculty may not hold full-time appointments of any type in any other organization, nor may they hold faculty appointments at other educational institutions without written approval from their Dean." This restriction does not apply to the occasional guest lecture, a valuable means of engaging with scholars at other institutions.

This present document aims to clarify the rationale and application of this policy as it pertains to the faculty of Weinberg College.

Philosophy

The expectation is that full-time Weinberg College faculty will devote their entire ongoing teaching efforts to students at Northwestern, unless granted a leave or specific permission for a visiting assignment at another institution. This expectation applies to the nine-month academic year and to any fraction of the summer during which the faculty member is receiving summer salary from internal (Northwestern) sources or from external research grants administered by Northwestern.

There are several reasons for this policy.

Full-time faculty members are expected to devote their energies to work at Northwestern. Teaching loads have been calibrated to allow faculty time to fulfill the expected array of faculty duties. These include mentoring and advising of students, updating of teaching materials and methods, service on committees and other assignments, engaging in appropriate research and publication, participating in the Northwestern intellectual community and in the broader academic field, and keeping up with the current literature in one's professional field. In turn, the University expects that the workweek will be devoted to Northwestern activities. Recurring daytime commitments outside the University interfere with availability to students and colleagues, e.g. for scheduling departmental faculty meetings or arranging advising hours with students.

Process

Weinberg College faculty who wish to accept an academic appointment (with or without teaching) at another institution during the period in which they are employed full-time at Northwestern should write to the Dean stating the request and demonstrating how the appointment will not interfere with the faculty member's responsibilities at Northwestern. The Dean will review these requests and respond in writing.

Certain kinds of appointments are often approved:

- A faculty member holds an adjunct appointment at a former institution in order to complete service on graduate committees

- A faculty member goes on unpaid leave for a quarter or year to serve at a Visiting rank at another institution and is paid by that other institution.
- Faculty may teach in the School of Continuing Studies, though we discourage additional teaching by tenure-track assistant professors.
- Less often, a faculty member might request permission to teach a daytime course at a local institution during a quarter in residence at Northwestern. A compelling reason is needed and permission is likely to be limited to a single instance.
- Evening or weekend courses elsewhere are more likely to be approved, but the hiring institution must acknowledge in course materials and public sites that the faculty member's primary affiliation is Northwestern.

Appointments with outside institutions should be disclosed appropriately during the annual faculty conflict of interest disclosure process.

Steps

Faculty who wish to go on unpaid leave for a quarter or longer to teach elsewhere should consult the WCAS leave policy.

Faculty who wish accept a teaching appointment at another institution during a quarter in residence at Northwestern should address the following factors when submitting their written request.

- Where is the assignment and what is the name of the class?
- What is the timing and length of the proposed teaching assignment?
- Is the teaching compensated?
- Do students receive academic credit for the course?
- During what hours will the course take place?
- Is the course one that the faculty member teaches at Northwestern?
- What title will the faculty member hold?

Summer teaching

Faculty members who hold nine-month academic year appointments and do not receive additional summer salary through Northwestern are free to take on additional teaching assignments during the summer. The faculty member's primary Northwestern affiliation must be made clear, and such teaching must be reported in the annual conflict of interest disclosure process. Any summer work should begin after Commencement and end before the start of the new academic year in September.

Required acknowledgement of Northwestern appointment

When a faculty member is approved to teach at another institution, it must be with a title that acknowledges the “visiting” or “adjunct” status of the appointment. The Northwestern affiliation must be noted in printed or web materials developed by the faculty member or the hosting institution. On any publicity at the host school, the faculty member’s Northwestern affiliation must be noted. Any affiliation at another educational institution may not be listed as co-equal to Northwestern.

WCAS Dean’s Office
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