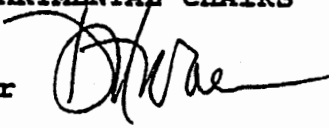


August 30, 1995

TO: DEANS, DIRECTORS AND DEPARTMENTAL CHAIRS

FROM: David H. Warren
Executive Vice Chancellor 

RE: Cooperating Faculty Member Appointment Procedures

1. The title "Cooperating Faculty Member" is an honorary one which may be used by a department as a recognition of continuing cooperation with the department by a faculty member in another UCR department. The title is not an official University of California title. Therefore, for example, the CFM does not receive voting privileges in the host department, and the host department does not have the responsibility or right of formal academic personnel review of the CFM.
2. Appointment of a CFM is made by the host department chair, but only after approval of the appointment by the Dean. When a case is submitted to the Dean for approval, the following must be included:

- completed biobibliography form
- indication by the proposed CFM of willingness to accept the appointment
- approval by the CFM's department chair (and Dean, if not from the same college or school)
- a statement by the CFM of the types of anticipated or past involvement in the department by the CFM
- the departmental vote of eligible members together with a statement of the discussion and chief issues raised

CFM appointments are for a period of two years for Assistant and Associate Professors, and three years for Professors. If reappointment is desired, reapproval by the Dean is required and will be based on the same criteria and submitted evidence as the initial appointment.

3. A prospective CFM must demonstrate significant capacity for substantial involvement in the host department's activities before being appointed to CFM status. Types of involvement might include the following, as appropriate:
 - attendance at those host department meetings or its committees where the agenda is directly relevant to the CFM's interests in the department

- service on qualifying and Ph.D. committees (including service as Chair) and reading of examinations for students who are working on topics in the CFM's area of teaching or research expertise
 - interviewing and evaluating a job candidate who is in a field related to that of the CFM
 - advising graduate students
 - supervising internships and research projects
 - attending and offering host department colloquia
4. At its discretion, the department may, but is not obligated to, extend to the CFM such privileges as the following:
- listing in the General Catalogue as Cooperating Faculty Member
 - attendance at and non-voting participation in departmental faculty meetings
 - use of the letterhead stationery of the department
 - mail delivery in the department
 - space assignment
5. At the request of the CFM when being considered for a merit increase or promotion, the host department chair may write a letter to the home department discussing the types and quality of cooperation that the CFM has provided the host department. Because the CFM title is not an official University of California title, the degree to which the CFM's activities are taken into account within the CFM's home department for purposes of academic personnel review is at the discretion of the home department. The host department does not meet or vote on the CFM's academic personnel file as part of the official academic personnel procedure.
6. It is not intended that the CFM title will be used indiscriminately. Therefore, substantial evidence of involvement or capability of involvement in the host department will be required by a proposed CFM. The CFM category must not be used to inflate the department's apparent faculty strength in, for example, the Catalogue or other departmental announcements. Such listing may be proper if there is considerable involvement in the department by the CFM, but it will not be used, for example, simply to recognize occasional attendance at departmental colloquia or service on Ph.D. committees.