August 10, 1995

TO: DEANS, DIRECTORS AND DEPARTMENTAL CHAIRS

FROM: David M. 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 CPM 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 CPM.

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

CPM 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 CPM must demonstrate significant capacity for substantial involvement in the host department's activities before being appointed to CPM 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 CPM's interests in the department

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service on qualifying and Ph.D. committees (including service as Chair) and reading of examinations for students who are working on topics in the CPM’s area of teaching or research expertise

• interviewing and evaluating a job candidate who is in a field related to that of the CPM

• 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 CPM 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 CPM 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 CPM has provided the host department. Because the CPM title is not an official University of California title, the degree to which the CPM’s activities are taken into account within the CPM’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 CPM’s academic personnel file as part of the official academic personnel procedure.

6. It is not intended that the CPM title will be used indiscriminately. Therefore, substantial evidence of involvement or capability of involvement in the host department will be required by a proposed CPM. The CPM 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 CPM, but it will not be used, for example, simply to recognize occasional attendance at departmental colloquia or service on Ph.D. committees.