

Primary Departments at SAIC

What is a primary department?

SAIC's unique interdisciplinary curriculum means that we have many faculty who teach in multiple departments. However, from an administrative perspective, each faculty member must have a primary department designation. This designation ensures that each faculty member has a "home" where various processes pertinent to a faculty member's life-cycle happen. This is especially important for our part-time faculty members.

How is a faculty member's primary department determined?

1. Hiring department

At initial hire, the hiring department is listed as primary.

2. Department in which the faculty member teaches the most classes

When a faculty member shifts to teach more classes in departments other than their hiring department, it may be appropriate to change the primary department to the department in which the faculty member teaches the most classes. We rely on the departments to notify FER when such a change happens.

--If a faculty member teaches an equal number of classes in more than one department, then all of said departments must agree on which department should serve as the primary department.

--In the case of cross-listed classes, the "parent" department counts as the department offering the class.

How does a primary department designation impact a faculty member and a department?

The primary department is the one in which the faculty member will:

- be reviewed on a regular basis
- be considered for a multi-year contract
- be considered for promotion
- be eligible to run for election as a part-time liaison
- be listed as faculty on the department's webpage*

*Non-primary departments in which the faculty member teaches can request to be listed as secondary/tertiary, etc. This will allow the faculty member to be listed as faculty on the non-primary department's web page as well.

If you have any questions about primary department designations, please contact Geof Teague or Isabel Garcia-Gonzales, Associate Directors, Faculty Employment Resources.