



JOINT FACULTY APPOINTMENT – MEMORANDUM OF UNDERSTANDING: To be completed by the Primary College Dean and reviewed by the Secondary College, with final approval by the Provost. Joint appointment policy may be found in BOT 4.2.4 and is quoted *in italics* below.

Faculty Name:

Primary Unit and College:

(The primary unit is where the faculty member's appointment and tenure resides.)

Secondary Unit and College:

(Appointment and tenure are not held in the secondary unit and college.)

Period of Joint Appointment & Plans for Sabbaticals or Leaves:

(e.g., August 6, 2019 – April 30, 2022; sabbatical planned for Winter 2021.)

The joint appointment will be reviewed periodically and is subject to renewal or termination at will by either the primary unit or secondary unit effective no earlier than the end of the semester. If the joint appointment is terminated or not renewed, the faculty appointment will revert to the primary unit. For tenure-track faculty the appointment period may not extend beyond the current contract length in the primary college.

Title and Workload Assignment: *Specifically, three considerations need to be addressed: (i) the weighting of professional performance factors (teaching, scholarship, and service) that will apply to the individual on joint appointment; (ii) clear assignment of work effort in both units, (for example, number of courses taught, obligations for advising students, committee work, scholarship/creative expression, expectation for attending unit faculty meetings, etc.); (iii) how mentoring and other aspects of faculty development will be handled for new faculty.*

The chairs of constituent units will confer at least annually to coordinate teaching and service responsibilities of jointly-appointed faculty, to insure that the overall load of teaching and service obligations does not exceed that of comparable faculty with appointments wholly in one unit.

This joint appointment must meet the curricular needs of the colleges and departments. The faculty member, chairs and deans should attempt to resolve any disagreements among the involved units. If unable to do so, issues will be taken to the Provost for resolution.

Title and Workload Assignment in the Primary Unit:

Title and Workload Assignment in the Secondary Unit:

Annual Evaluation Process: *Joint appointees will submit the same Faculty Activity Report (FAR) and annual Faculty Activity Plan (FAP) to the chairs of the primary unit and the secondary unit. Both unit heads should sign the FAR and the FAP. The secondary unit head/director will prepare summary comments and assign a rating (less than satisfactory, satisfactory, exemplary) for each of the categories of teaching, scholarship, and service; these comments will be forwarded to the primary unit and the faculty member by a date chosen by the Provost's Office. The primary unit will use the secondary unit's performance summary when conducting the evaluation of performance in its usual manner. The primary unit head will write the annual evaluation of performance and will attach a copy of the input from the secondary unit.*

Contract and salary: The primary college dean will issue the annual salary letter.

Contract Renewal, Tenure, Promotion, and Sabbatical recommendations: *The primary unit is responsible for reappointment, tenure, and promotion recommendations. These personnel actions will be governed by the written procedures of the primary unit; however, in the annual evaluation(s), the secondary unit will also provide summary comments about the performance of the joint appointee that relates to any of these decisions. When the candidate is a joint appointee, the agenda will include discussion of performance in the secondary unit.*

A joint appointee is eligible to be considered for sabbatical grants and research funding in the same manner as faculty members not jointly appointed. The primary unit is responsible for initiating and carrying through the procedures leading to these decisions. The secondary unit will also provide summary comments about the performance of the joint appointee that relates to any of these decisions.

Describe any other special arrangements that apply to these matters:

Service to the University and the Unit: Faculty may serve on faculty committees in the primary unit and on university wide committees. Specify any other arrangements:

Faculty Meetings and Voting: *With regard to personnel matters, joint appointees will have full voting rights in their primary unit, regardless of the percentage of service performed in that unit.*

The faculty member attends and votes in meetings as a regular member of the primary college.
For the secondary appointment the faculty member:

Attends meetings:	YES	NO
Votes on non-personnel matters:	YES	NO
Votes on personnel matters:	YES	NO

Office Space and Support: Normally provided by the primary college/unit. Additional and/or alternative support may be provided by the secondary college/unit as needed for the specific assignment to reflect the faculty member's participation in the secondary unit. Specify these arrangements:

Funding Sources for the Joint Appointment:

Approvals:

Faculty member:

Date:

Chair of primary unit:

Date:

Dean of primary college:

Date:

Chair of secondary unit:

Date:

Dean of secondary college:

Date:

Provost:

Date: