

INSTRUCTIONS—MEMORANDUM OF UNDERSTANDING FOR JOINT APPOINTMENT

The Memorandum of Understanding (MOU) shall be jointly drafted by the Department(s)/unit(s) and approved by the Dean(s). The initial MOU must be attached to the offer of employment for a joint appointment. The MOU shall be signed after the offer of employment is made, any negotiations are completed, and the offer is accepted. Signatures required: Dean, Department chairs/Unit directors; faculty member accepting joint appointment.

Joint appointment MOUs for existing tenure-track faculty members shall be jointly drafted by the Department(s)/unit(s) and approved by the Dean(s). Signatures required: Dean, Department chairs/Unit directors; faculty member accepting joint appointment.

The MOU shall be placed in the Personnel Action File (PAF). The MOU is a required element in the Working Personnel Action File. If the MOU is changed, it will be placed in the PAF, and it, as well as all previous versions of the MOU, shall be placed in the WPAF).

The following are required elements of a MOU, and shall be addressed specifically for each appointment:

1. Participating Units in the Joint Appointment and their respective weight (50/50 or other)
2. Title and Rank of Joint Appointment Faculty
3. How Department/Unit RTP standards apply
4. Workload Distribution in Department(s)/unit(s)
 - a. The workload distribution for the Joint Appointment shall not be excessive or unreasonable. [CBA 20] Expectations for workload shall be consistent with workload expectations in a single Department/Unit appointment.
 - b. Teaching (percent in each department/unit and corresponding WTUs¹):
 - c. Service
Minimum service expectations.
 - d. Research
 - i. Shall not be defined by percentage
 - ii. May be disciplinary (Department(s)/Unit(s)), interdisciplinary, or both
 - iii. Shall serve the university mission
5. Resources and Support [e.g. office location/instructional support resources/administrative support/research support, reassignment of time (internally or externally funded), etc.]
6. Role and responsibilities of Department(s)/Unit(s) chair(s)/director(s)
 - a. In the evaluation process
 - b. Other
7. Statement about Changing the MOU: The MOU may be changed according to the needs of the department/unit and students following consultation with the faculty member.
8. Recommended Option: Include in MOU a plan for mentoring (e.g. committee consisting of representatives from each unit).

¹ Ensure the percentage assigned to each Department/Unit correlates to whole, not fractional, WTUs that correlate numerically to courses that could be assigned in the Department(s)/Unit(s).