


# UNIVERSITY OF MICHIGAN

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July 7, 2008

TO: Academic Program Group

FROM: Teresa A. Sullivan 

RE: New Joint Appointments for Tenure Track Faculty

Faculty with joint academic appointments can have challenges specific to their appointments when compared with faculty with single academic appointments. While this, in part, reflects the dynamic nature of interdisciplinary work, there are potential complexities created by having academic appointments in two or more units.

To help address many of these challenges for both faculty with joint appointments and for the schools and colleges themselves, a working group of faculty was charged by Provost Courant in 2003 to develop guidelines for joint appointments. These "Guidelines for Joint Academic Appointments at the University of Michigan" are listed on the Provost's Office website: [http://www.provost.umich.edu/faculty/joint\\_appointments/Joint\\_Appts.html](http://www.provost.umich.edu/faculty/joint_appointments/Joint_Appts.html).

Included in these Guidelines are key issues that should be addressed in a Memorandum of Understanding (MOU), an agreement between the schools/colleges and the faculty member at the initiation of the joint appointment. These issues include the identification and responsibilities of the administrative home; delineation of the teaching and service responsibilities of the faculty member; the criteria and schedule by which the faculty member's performance will be assessed; the plan to coordinate joint promotion and tenure reviews; the academic unit in which the tenure line will reside; and the management of retreat rights.

The Guidelines were intended primarily for tenure track joint appointments across the schools and colleges. Based upon my observations of casebooks from the last two promotion and tenure cycles, complexities potentially exist not only for faculty with joint appointments across schools and colleges (inter-school joint appointments) but also for appointments between departments within the same school or college (intra-school joint appointments). So I am now requesting that, effective immediately, MOUs be created for all new inter-school and intra-school joint appointments for faculty on the instructional tenure track and be reviewed by Faculty Affairs in the Office of the Provost.

An MOU should be generated for all new joint appointments at the assistant, associate, and full professor level for tenure track/tenured instructional faculty, excluding dry (0%) appointments. The MOU should be submitted and reviewed by my office ideally at the time of hire but no later

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than 6 months from the start of the joint appointment. To assist in the development and writing of the MOUs, we have created templates for faculty with and without tenure, incorporating many of the issues highlighted in the Guidelines as well as feedback from the schools and colleges. While not all feedback from the schools and colleges could be incorporated into the templates due to the nature of their specific concerns, you are encouraged to modify these templates to include unit-specific issues, but the components detailed in these templates must be included in your final version.

While not every potential concern can be covered in an MOU, it is important to plan for those that can be anticipated. Thank you.

TAS/LJP/lpb

Enclosures