**Checklist for a Memorandum of Understanding for a**

 **Joint Academic Appointment without tenure**

At the beginning of a tenure track joint appointment, the deans’ offices and department chairs (if applicable) of the two (or more) departments, schools, or colleges should prepare a memorandum of understanding that clarifies how they will engage in key procedures related to the faculty member’s appointment and academic career. The memorandum of understanding needs to be submitted to the

Provost’s Office for review and comment preferably at the time of the joint appointment but no later than 6 months from the start of the joint appointment.

For new faculty appointments, the memorandum of understanding may be submitted to the Provost’s Office with a copy of the offer letter or sent separately.

The key issues that such a memorandum should address are listed below. Some of the items will require names in one column (i.e., administrative unit) and others will require names in both columns

(i.e., teaching and service responsibilities):

 **( Unit A) ( Unit B)**

Rights and Responsibilities Name(s) of Responsible Person(s)

The administrative home and its responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

In which academic unit(s) the tenure line will reside \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Which of the academic units (if any) will extend \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

rights of retreat to the faculty member

The faculty member’s teaching and service \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

responsibilities in each academic unit

Listing of any start-up packages/on-going research:

Grants and Student Support \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Research/Studio and Office Space \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Research Support \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Summer Salary \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluations: Describe the criteria and processes used for

Merit Increases \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Mid-Career Review \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Promotion (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 **( Unit A) ( Unit B)**

Evaluations: Name(s) of Responsible Person(s)

Tenure Review procedures must include: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Expected dates for the tenure review \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of mentors for each academic unit \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Expected membership of the \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 tenure review committees

The guidelines for tenure review for \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

each participating academic unit

The process to resolve conflicting outcomes \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

in the tenure review process should they occur

Changes in the Appointment:

Whom the faculty member should contact if he/she \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

wishes to renegotiate the terms of the joint appointment

Whom the faculty member should contact if he/she \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

wishes to discontinue an appointment