#### This form is to be completed within 6 months of establishing the joint appointment.

 **Use this template for joint appointees without tenure.**

*This MOU is designed to be used for either new inter- or intra-school or college appointments or joint appointments that occur after the initial appointment in one academic unit. An MOU is not necessary for a joint “dry” (0%) appointment. A different MOU template should be used for a joint appointment where tenure has previously been granted.*

#### Joint Appointment at the Rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### TEMPLATE MEMORANDUM OF UNDERSTANDING

 **( Name )**

**( Academic Units Involved )**

**( Date of Agreement )**

This Memorandum of Understanding (MOU) is between **( Unit A and Unit B )** and specifies the understandings and mutual obligations concerning the appointment, mid-career review and promotion and/or tenure review for **( Name )** whose joint appointment as **( Title )**, without tenure, was on **( Date )** in the above-named academic units. The expected tenure obligations are \_\_\_\_\_\_% in ( **Unit A )** and \_\_\_\_\_\_% in **( Unit B** ); the effort obligations are \_\_\_\_\_\_% in **( Unit A )** and \_\_\_\_\_\_% in **( Unit B )**. The funding for this position will be \_\_\_\_\_\_% in **( Unit A )** and \_\_\_\_\_\_% in ( **Unit B )**. The teaching load will be \_\_\_\_\_\_\_\_\_\_\_\_ in **( Unit A )** and \_\_\_\_\_\_\_\_\_\_\_\_ in ( **Unit B )**.

*Note: The intention of the units involved is that the funding level, effort structure, and tenure obligations of this appointment will not change over the course of the joint appointment. For any given period of appointment, the percentage of effort and the expected tenure commitment do not have to be the same. A change in effort does not change the expected tenure commitment. If the faculty member or either* ***( Unit A or Unit B )*** *want to renegotiate the terms of the joint appointment or the fraction in either unit, all of the parties will have to be in agreement, and a written amendment to this MOU will need to be signed.*

Start-up Package/On-going Research: **( Unit A and Unit B )** have agreed to the following with respect to start-up commitments/on-going research:

1. Grants and Student Support: **[Describe the plans for grant administration including which unit(s) will administer which grant(s) and the division of indirect cost returns, if relevant]**
2. Research/Studio and Office Space: **[Describe the specific location and expectations for space and other facility issues, if any]**
3. Research Support: **[Describe the plans for funding the research support, if relevant]**
4. Summer Salary: **[Describe the plans for funding the summer ninths, if relevant]**
5. Other items, if relevant:

Evaluation:

1. Merit Increases: Each year **( Name )** will be evaluated for merit salary increases following the normal procedures within **( Unit A and Unit B )**. The **(Chair or Dean of UnitA )** will consult with the **( Chair or Dean of UnitB )** each year so that the evaluation will be combined; however, the amount of merit salary increase need not be the same for each unit.

2. Mid-Career Review: **( Name )** will meet with the **( Chairs or Deans of Unit A** **and of** **Unit B )** to receive feedback on his/her appointment as well as a written summary of the joint evaluation. The mid-career review for **( Name )** will occur during \_\_\_\_\_ in **( Unit A )** and \_\_\_\_ in **( Unit B )**. *Note: The Provost’s Office will need to approve any agreement that has mid-career reviews occurring in different academic years.*

Administration of Appointments:

**( Unit \_\_\_ )** has been designated as the administrative home (e.g., personnel actions, central reporting, etc.) unit for **( Name )**. Prior to the end of each academic year, the **( Chairs or Deans of Unit A and of Unit B )** shall meet to review the functioning of the joint appointment and discuss such matters as service, salary, impending

promotion or tenure review, leaves, and, in general, how the appointment is jointly functioning. *Note:**Any differing policies or guidelines within each unit (e.g., leaves of absence, service, etc.) will need to be identified and addressed. In addition, if there are grants to be administered, the MOU will specify which unit will administer which grant(s).*

Service:

**( Name )** will be expected to maintain an exemplary research/creative work program and a regular professional profile appropriate to the nature of his/her work. **( Name )** will also be expected to serve on selected **( UnitA )**, **(** **UnitB )**, and/or University committees and to participate in faculty meetings in a manner commensurate with the fractions of his/her appointment in each unit.

Promotion and/or Tenure:

**( Name )** will be reviewed in academic year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for promotion and/or tenure [*depending on current appointment level*] by both **( Unit A and Unit B )**. By the end of the first year of this joint appointment, **( Name )** will receive the current policies and procedures for both **( Unit A and Unit B )** with respect to promotion and tenure for a joint appointee. The policies and procedures for a joint appointment will address at least the following issues:

* Inclusion in the solicitation communication for outside letters will be an emphasis of the multidisciplinary nature of the appointment.
* The expected membership of the joint review committee.
* The necessary elements (e.g., number and selection process for outside reviewers, teaching portfolio, student evaluations, etc.) that comprise the joint review casebook.
* The timeline for the joint review process.
* The names of the mentors from both **( Unit A and Unit B )** who are available to assist **( Name )**.
* The review process to be used by each Executive Committee.
* The process if promotion and/or tenure are/is recommended by only one unit.
* If tenure is not recommended, the end date of **(Name)**’s current appointment will be **(Date)**.

**( Name )** will be eligible for a delay in tenure review in accordance with the provisions of University policy or those of **( Unit A or Unit B )**. (See <<http://www.provost.umich.edu/faculty/tenure_review/policies.html>> for Tenure Clock Guidelines on the Provost’s Office website.)

Signatures:

All parties hereby approve the Memorandum of Understanding between **( Name** ), **( Unit A )**, and **( Unit B )**, and agree that the provisions stated above are in accordance with all understandings at this time. Any substantive change to any or all of the provisions of the Memorandum of Understanding must be agreed to in writing by all of the parties.

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| **( Name of Chair or Dean )** | **( Name of Chair or Dean )** | **( Name of Faculty Member )** |
| **( Unit A )** | **( Unit B) )** |  |