

This is a sample MOU. Each MOU will differ subject to the terms of the joint academic appt. For new hires, this MOU should be accompanied by an offer letter based on the faculty offer letter template.

University of Georgia

Memorandum of Understanding for a Joint Academic Appointment¹

(SAMPLE)

This memo explains the terms of (Candidate's Name)'s joint academic appointment in **units X and Y**.

Salary support: ___% of your academic year salary will be provided by Unit X, and ___% will be provided by Unit Y.

Administrative Home: _____ will serve as your administrative home. It will have lead responsibility on your appointment paperwork, coordination of your reviews, initiation of your promotion and tenure applications, and other administrative tasks associated with your employment at UGA.

Work Assignment: As a new faculty member, you will be budgeted ___% for research, ___% for service, and ___% for instruction. This allocation of effort may be revised during the term of your employment.

Instructional Effort: *<revise as appropriate>* In accordance with your budgetary support, half of your instructional time will be supported by Unit X and half by Unit Y. This means that you will teach _____ #-credit hour courses per year for each of these units *<modify numerical values and text as necessary>*. The unit heads will consult with each other and with you each year to determine your teaching assignment for the subsequent year.

Research Credit: Research credit for external funding will be divided proportionally, according to the support provided for your salary by each unit. *<<Include expectations for grant administration and awards including which unit will administer (as applicable, or address above in administrative home paragraph).>>*

Service Effort: As a faculty member with an appointment in two units you cannot carry a full-time service load in both units. The service work you do for both units combined should be equivalent to that of a faculty member appointed within a single unit. We expect you to show a reasonable record of service to your departments and to the University as evidenced by committee work, participation in governance activities, and other activities.

Annual Evaluations: Your unit heads will consult together to evaluate your work and progress towards promotion and tenure (see promotion and tenure criteria below). Your annual evaluations will be based on your current CV, teaching evaluations, and other evaluative measures used by the units. Your unit heads will meet with you each year to discuss your performance.

Salary Decisions: Based on your work for the previous year, your unit heads will consult with each other and agree upon your annual salary recommendation.

¹ This MOU example is for an assistant professor tenure-track appointment. Appointments at senior levels will require modification of the template,

Promotion and Tenure: <<Note on P&T criteria: Use of adapted criteria unique for this jointly appointed candidate must be approved by vote of the eligible faculty in each unit on appointment and appended to this MOU. Use of adapted criteria, and/or inclusion of appointment in a center/institute will also require revision of the following paragraph.>> Your promotion and tenure process will be governed by the University of Georgia's *Guidelines for Appointment, Promotion, and Tenure* (https://provost.uga.edu/resources/documents/UGA_Guidelines_for_APT_4_2017_online.pdf) and the promotion and tenure criteria of unit X (<insert link to unit X's PTU criteria>) and unit Y (<insert link to unit Y's PTU criteria>); these policies and criteria may be updated periodically. In order to achieve promotion and tenure, you are expected to *[insert general expectations consistent with departmental PTU criteria]*, and to provide clear evidence of an **emerging** *[delete "emerging" for Associates]*, national **or international** *[include "or international" for Associates]* reputation in your research field. Be sure to read the *Guidelines* carefully so that you will understand general expectations for promotion and tenure. Soon after your arrival, your unit heads will schedule a joint meeting with you to discuss the tenure-promotion procedures governing your appointment. You are expected to meet the promotion and tenure criteria of both academic units. <<Note on p&t criteria: Use of only one unit's promotion and tenure unit criteria or adapted criteria unique for this joint academic appointment candidate must be approved by the eligible faculty on appointment and included in this MOU>>

The deadlines for promotion and/or tenure review of your joint academic unit that occur first will be followed by your other appointment unit(s). Disagreements on promotion and/or tenure shall be handled in accordance with the [Guidelines for Appointment, Promotion and Tenure](#).

Awarding of tenure: At the University of Georgia, tenure is awarded by the President and resides at the institutional level. If you are approved for tenure, your tenure will be recorded as initially reviewed by both appointment units.

Reappointment: During the pre-tenure period you must be reappointed each year, and such reappointments will be made consistent with Board of Regents policy. In accordance with the terms of this MOU, each unit will follow its customary procedure in conducting a review and arriving at a decision about reappointment. Instances in which unit votes disagree on reappointment or other aspects of the joint appointment shall be referred to the appropriate dean or to the Provost for adjudication.

Graduate Faculty: Your units will recommend you for Graduate Faculty membership, which permits you to advise and teach graduate students.

You will have full faculty privileges in each of your academic units. Jointly appointed faculty have the same rights as all faculty to pursue established avenues of appeal and grievance in seeking to resolve conflicts and problems.

[Additional terms or statements go here]

Please sign below to indicate that you accept and will abide by the terms outlined in this memo. You and your unit heads must sign this memo to indicate your understanding and acceptance of the terms herein.

Accepted By:

[Candidate's Name] Date

[Unit head's name] Date

[Unit head's name] Date

[Dean's name] Date

[Dean's name] Date