

Points to address in MOU for Joint Academic Appointments

“Unit administrators should agree on research, instructional, and service productivity expectations, faculty governance responsibilities (e.g., committee assignments), the format for reporting annual accomplishments, how departmental accounting and other unit procedures are to be handled, etc., all of which should be included in a written Memo of Understanding (MOU) that is approved by the relevant department heads and is shared with all parties. . . . The MOU should be included as a standard element in appointment and review dossiers, including promotion-tenure reviews” (Policy on Joint Academic Appointments).

1. How will EFT (instructional and service) be divided between units?
2. How will tenure be shared between the units?
3. What is the expected teaching load and how will it be assigned and shared between units?
4. What is the expected research assignment and how will it be shared between units?
5. What are the expectations for committee work and other kinds of work in the units? A jointly appointed faculty member cannot be expected to do the work of a fulltime faculty member in both units.
6. What is the process for annual evaluations? Will they be conducted jointly by the two unit heads, or will there be separate evaluations by each unit head? “Unit administrators sharing a jointly appointed faculty member should meet together with the faculty member to clarify performance expectations, standards, and criteria. They should also meet jointly as part of the annual performance review process.” (Policy on Joint Academic Appointments).
7. Who will assign annual salary increases? “Unit administrators sharing a jointly appointed faculty member should meet together with the faculty member to clarify performance expectations, standards, and criteria. They should also meet jointly as part of the annual performance review process.” (Policy on Joint Academic Appointments).
8. Tenure-promotion: “In promotion and/or tenure reviews, all promotion and tenure granting units (PTUs) in which a faculty member is jointly appointed must participate in the review, consistent with the [Guidelines for Appointment, Promotion and Tenure](#)” (Policy on Joint Academic Appointments).
 - a. What are the P-T criteria and expectations for the candidate? Participating departments should agree on a single set of P-T criteria for jointly appointed faculty.
 - b. Will the P-T review be conducted jointly or separately by both units?
9. Include these statements: “Instances in which unit votes disagree on reappointment shall be referred to the appropriate dean or to the Provost for adjudication.” “Disagreements on promotion and/or tenure shall be handled in accordance with the [Guidelines for Appointment, Promotion and Tenure](#).” “Jointly appointed faculty have the same rights as all faculty to use established avenues of appeal and grievance in seeking to resolve conflicts and problems.”