



JOINT APPOINTMENT CHECKLIST

Name: _____	Title: _____ <small>(e.g., Associate Professor of Physics)</small>
Term of secondary appointment:	
For tenured professors, a fixed term must be specified. For term faculty, the term should not exceed the term of the faculty member's contract.	From: _____ To: _____ <small>month/day/year month/day/year</small>

	PRIMARY ACADEMIC UNIT	SECONDARY ACADEMIC UNIT
1. School/College Dept. or Division		
2. Teaching Load	Specify teaching load (at least half-time): _____ % OR _____ course(s)/units per year <i>Circle or Cross Out Applicable Option</i>	Specify teaching load (up to half-time): _____ % OR _____ course(s)/units per year <input type="checkbox"/> Check here if teaching will be renegotiated each year. <i>Circle or Cross Out Applicable Option</i>
3. Faculty Meetings and Voting	The faculty member attends meetings and votes.	Specify arrangements. Attends: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Opt. Votes on non-personnel issues: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Opt. Votes on personnel issues: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Opt.
4. Merit Evaluation and Salary Changes	Merit evaluation is undertaken in the primary academic unit and the secondary academic unit. Merit increases will be awarded separately by the participating academic units through merit funds awarded to the units in proportion to the share of the faculty member's appointment. In the case of joint appointments made in recognition of the faculty member's interdisciplinary research, a faculty member may request that the primary and secondary academic units assemble an ad-hoc interdisciplinary panel to review the candidate's faculty action file.	
5. Tenure and Promotion	Tenure is held in the primary academic unit if the individual is tenured. The primary academic unit conducts promotion and tenure reviews.	The secondary appointment is at the rank set in the primary academic unit. Tenure is not held in the secondary academic unit. The secondary academic unit should forward its recommendation for consideration by the primary academic unit at the time of promotion, which will be included in the promotion dossier. In the case of a term faculty member, if there is non-reappointment in the primary academic unit, the secondary appointment terminates at the same time. Specify any other arrangements.
6. Office Space & Administrative Support	Provided by the primary academic unit.	Specify arrangements.
7. Service and Responsibilities	Major service responsibilities.	Specify expectations. The total service must not exceed that expected of faculty holding appointments in a single department or school.

8. Guidance/ Dissertation Comm.	Faculty member may serve: <input type="checkbox"/> Yes <input type="checkbox"/> No	Faculty member may serve: <input type="checkbox"/> Yes <input type="checkbox"/> No
9. Renegotiation	This joint appointment is subject to review and possible renewal at the end of the period covered by this agreement. All parties involved may request an agreement be amended or terminated. While it is advised that such amendments or terminations occur at the conclusion of the current academic year, they may occur at the end of a semester, pending agreement from all parties involved.	
10. Faculty Contract and Payment	The annual contract will be issued by the primary academic unit and will include the title and any contractual agreements on compensation or duties relating to the secondary appointment.	The Dean of Academic Affairs will transfer funds to the secondary academic unit from the appropriate account associated with the appointment.

	PRIMARY ACADEMIC UNIT	SECONDARY ACADEMIC UNIT
1. Budgetary Obligations <u>For Deans' Use Only</u> Complete only if appointments reside in different academic units.	The primary academic unit is responsible for the faculty member's total compensation at the conclusion of the agreement term, should any party decline to renew the joint appointment, or upon termination of the agreement.	
2. Teaching <u>For Deans' Use Only</u> Complete only if appointments reside in different academic units.	Courses taught are credited to the offering unit. Specify other arrangements.	
3. Indirect Cost Recovery on Grants <u>For Deans' Use Only</u> Complete only if appointments reside in different academic units.	Indirect revenues will be divided between academic units, as detailed in the <i>University Policy on Indirect Cost Recovery</i> . The indirect cost recovery arrangement is to be included in the OSP routing forms along with the proposal narrative and budget.	

All signatures are required	
Faculty Member: _____	
<u>Primary Academic Unit</u>	<u>Secondary Academic Unit</u>
Chair/Program Director: _____	Chair/Program Director: _____
Dean: _____	Dean: _____
Dean of Academic Affairs: _____	
Provost: _____	Date: _____ month/day/year
**File copy with Provost's office.	