**TTF Joint/Multiple Appointment MOU Template**

MEMORANDUM OF UNDERSTANDING FOR THE JOINT [OR MULTIPLE] APPOINTMENT OF [FIRST AND LAST NAME] IN [UNIT 1] [(FTE %, e.g., 60%)] AND [ UNIT 2] [(FTE %, e.g., 40%)]

1. **Primary Unit**

[Unit 1] is the Primary unit, serves as the administrative and tenure home for [Name] and is responsible for providing primary office space, laboratory space, administrative support, and for coordinating contract renewals, merit, and promotion reviews. [Modify as appropriate if there is an alternative agreement between the units.] [Unit 2] is the Secondary unit.

1. **Faculty Privileges and Responsibilities**

[Name] will be listed in the UO Catalog, webpages, and other official publications as a member of both units.

Each unit will follow its own governance documents about the voting rights of [Name]. [Name] [will or will not] have voting rights in [Unit 1], and [Name] [will or will not] have voting rights in [Unit 2].

[Name] will have all non-voting rights and obligations of unit membership, in proportion with [his/her] appointment in each unit.

Expectations for professional responsibilities are proportionate to the allocation of FTE in each unit, and [Name] is subject to the policies and procedures of each unit.

[Name] has the responsibility to participate in unit affairs and to perform unit service in [Unit 1 & Unit 2], regardless of the level of [his/her] appointment, but [Name’s]service obligation is commensurate with [his/her] proportionate appointments.

[Insert for untenured faculty with joint appointments: “The Primary and Secondary supervisors will hold an annual meeting with [Insert name] to discuss service distribution across the units, teaching schedules (including days and times of courses), advising obligations, and progress toward promotion and tenure.]

[Name] is expected to work with students in both units and may serve on and chair undergraduate honors thesis committees and graduate student thesis, dissertation, examination, and other committees in both units.

[Name] is entitled to receive resources in support of teaching or research from both units in amounts corresponding to their FTE distribution according to each unit’s procedures and policies.

1. **Performance Evaluation, Reviews & Merit Raises**

Research, teaching, and service conducted by [Name] will be evaluated according to expectations described in the Tenure Review and Promotion policy for the Primary unit [Unit 1] with consideration for the parallel policy for the Secondary unit [Unit 2] and in consultation with Secondary supervisors.

All reviews follow normal procedures in the Primary unit [Unit1] in consultation with the Secondary unit [Unit 2].

When reviews require a faculty committee, the [Unit 1] head, in consultation with the [Unit 2] head, constitutes such a committee, with faculty representation on the committee approximately proportionate to the split appointment.

When reviews do not require a faculty committee, the head of the Primary unit [Unit 1] undertakes the review in consultation with the head of the Secondary unit [Unit 2].

The Primary unit [Unit 1] is responsible for [Name’s] post-tenure reviews. As a part of the reviews [Unit 1] must take into consideration input from appropriate reviewers (e.g., faculty, chair, dean) of [Unit 2], including performance reviews, teaching evaluations, service and research evaluations.

[Unit 1 & Unit 2] recognize and value interdisciplinary research and teaching and support evaluating research conducted by [Name] using standards from each discipline and relevant interdisciplinary subfields.

Merit reviews for salary increases are conducted separately in [Unit 1 & Unit 2] according to each unit’s internal procedures, and the amount of merit increase determined in each unit will be applied in proportion to the [Name’s] appointment in each unit, respectively.

Signatures of Parties:

Faculty Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Unit 1 Head] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Unit 2 Head] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Unit 1 Dean] ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Unit 2 Dean] ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Provost Designee] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_