# JOINT APPOINTMENTS – IANR

Create a procedure that will result in joint appointments being handled in a consistent manner. Factors that would define a joint appointment would include items such as:

* Specific duties performed for each department
* Permanent appointment reflected in budget (two or more years in length)
* Completion of appropriate documents
  + Position Description: The agreement between the department and the employee
  + Letter of Agreement: The agreement between the departments involved

The agreement between the department and the employee will be described on the Position Description. Each department may develop their own description or they may be combined on one with distinct sections for each department. This document is signed by the employee as well as the appropriate administrators. The Position

Description should cover the following items:

* Department
* Title of Appointment
* Percent of working time for department, with appropriate breakdown (teaching, research, extension, service, administration)
* Description of job duties/expectations
* Reference to faculty member's rights/responsibilities in department governance

The agreement between the departments involved will be provided via a Letter of Agreement. The agreement is signed by the departments involved as well as the appropriate administrators. This letter will include the following items:

* Departments and individual involved
* Percent of working time for each department
* Tenure home department (only one department may be tenure home, usually the larger FTE)
  + Should include contingency plans if the non-tenured appointment is ended
* Department with primary responsibility for annual evaluations, promotion and tenure, salary increase recommendations, etc. This will usually be the tenure home department.
* Allocation of resources
* Department credit for faculty member's work (journal articles, research, etc.)
* Department split of grant funding, indirect costs
* Permanent funding sources (separate form)
* Future evaluation/modification of agreement process

Examples of forms and detailed process instructions will be provided.

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