# JOINT APPOINTMENTS - ACADEMIC AFFAIRS

## Interdisciplinary (Joint) Appointments

A position description and/or letter of offer and/or Memorandum of Understanding must be used in all interdisciplinary (joint) appointments. The following information must be included and the agreement signed by employee and appropriate administrators. (See VC IANR procedures attached)

* Faculty’s name
* Salary
* Appointment begin date
* Tenure effective date
* Name of both departments
* Faculty’s title
* Amount of FTE in both departments
* Apportionment of duties in both departments
* Collaboration of both departments to determine responsibilities
* Name of tenure home department
* Description of job duties/expectations
	+ - * teaching
			* research
			* service
			* outreach
			* administration
* Description of coordination of personnel & evaluation process between units in regard to:
	+ - * annual evaluations
			* evaluation regarding promotion and tenure
			* requests for leaves (with or without pay)
* Resources provided to the faculty member
* Department credit for faculty member’s work
* Description of what will happen to the appointment if one of the units no longer exists

It is recommended that in all faculty transactions the tenure home department take the lead in initiation and preparation.

Adopted 2005