

# University Of Rhode Island

## Checklist for a Memorandum of Understanding for a Joint Academic Appointment with tenure

At the beginning of a joint appointment, for tenured or tenure-track faculty, in a program or college, the deans' offices and department chairs (if applicable) of the two (or more) Colleges, departments, or units should prepare a memorandum of understanding that clarifies how they will engage in key procedures related to the faculty member's appointment and academic career. The memorandum of understanding needs to be submitted to the Provost's Office for review and comment preferably at the time of the joint appointment but no later than 6 months from the start of the joint appointment.

For new faculty appointments, the memorandum of understanding may be submitted to the Provost's Office with a copy of the offer letter or sent separately.

The key issues that such a memorandum should address are listed below. Some of the items will require names in one column (i.e., administrative unit) and others will require names in both (or additional) columns (i.e. teaching and service responsibilities):

	( Unit A )	( Unit B )
<u>Rights and Responsibilities:</u>	<u>Name(s) of Responsible Person(s)</u>	
<input type="checkbox"/> The administrative home and its responsibilities	_____	_____
<input type="checkbox"/> Academic unit(s) in which the tenure line resides	_____	_____
<input type="checkbox"/> Academic units (if any) which will extend rights of retreat to the faculty member	_____	_____
<input type="checkbox"/> The faculty member's teaching, research, and service responsibilities in each academic unit	_____	_____
<ul style="list-style-type: none"> <li>• This should include how responsibilities/credit for team taught classes will be allocated</li> <li>• How teaching assistantships should be allocated</li> <li>• Time allocation for administrative responsibilities related to interdisciplinary appointments e.g student recruitment and admissions, advising</li> </ul>		
<input type="checkbox"/> In cases of grievance against any of the entities (units) under which a faculty member serves, indicate which unit or who will adjudicate the grievance	_____	_____
<input type="checkbox"/> The academic unit the faculty member will reside in mentoring graduate students (if applicable)	_____	_____

Start-up packages/on-going research:  
(Any of these only IF applicable)

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Grants and Student Support        | _____ | _____ |
| <input type="checkbox"/> Research/ Studio and Office Space | _____ | _____ |
| <input type="checkbox"/> Research Support                  | _____ | _____ |
| <input type="checkbox"/> Summer Salary                     | _____ | _____ |
| <input type="checkbox"/> Other                             | _____ | _____ |

Evaluations: Describe the criteria and processes used for:

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Annual Review (if applicable)<br>which changes year to year | _____ | _____ |
| <input type="checkbox"/> Promotion (if applicable)                                   | _____ | _____ |

**( Unit A )**

**( Unit B )**

Changes in the Appointment:

Name(s) of Responsible Person(s)

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Contact for the faculty member if he/she<br>wishes to renegotiate the terms of the joint appointment        | _____ | _____ |
| <input type="checkbox"/> Contact for the faculty member if he/she<br>wishes to discontinue or discuss concerns about the appointment | _____ | _____ |

Other items (specify any other terms) as agreed to mutually between parties: