



Procedure Title: Administrative Procedure for Joint Faculty Appointments

Associated Policy: 06.036 Joint Faculty Appointments Policy

I. Procedure Process

The administrative home unit and secondary unit(s), in consultation with the faculty member, will create a formal, written memorandum of understanding (MOU) that reflects the agreement between the units and the faculty member regarding the terms of the joint appointments. As a guiding principle, joint appointments should be viewed as a single, joint process rather than separate processes occurring more or less independently in the units involved. For new faculty appointments, the MOU may be attached to the offer letter or sent separately. For a current faculty member who accepts an additional academic appointment, the involved units should prepare the MOU at the time of appointments. The MOU must be signed by the head of each of the units (i.e., administrative home and secondary unit[s]), and faculty member, and then filed in the Provost Office. The Provost Office will then inform other relevant administrative units (e.g., payroll, research) regarding aspects of the MOU that bear on the other units' functions.

The MOU must include the following terms of appointment:

A. Designation of Administrative Home

One unit will serve as the administrative home. The administrative home will take responsibility for preparing, in collaboration with the secondary unit(s), and in consultation with the faculty member, a written memorandum of understanding for distribution to all parties and providing opportunities for review and renegotiation of agreements and plans. The designation of an administrative home does not alter the responsibility of each department, school, and/or college for good communication with the faculty member or for responsive problem solving when the need arises.

B. Rank and Appointment Percentage in Each Unit

The MOU should specify the rank and the appointment percentage in each unit. The appointment percentage may be changed subsequently if there is good cause and mutual agreement by the affiliated deans, chairs, and faculty member. In the revised appointment for joint appointments within UNT, the administrative home must remain greater than 50%.

C. Workload

The MOU must explicitly clarify initial expectations for teaching, research, and service. The overall demands on the faculty member should be reasonable and appropriately balanced in terms of the fractional appointments in each unit. Eligibility criteria and expectations regarding membership on unit level committees should be clearly delineated. Annual decisions to adjust workload must involve all relevant units.

D. Criteria for Evaluation

All units participating in the appointments should define the standards and criteria that each will use to assess the quality of the faculty member's scholarship or creative activity, teaching, and service (insofar as each component is included in the workload expectations for the unit). These standards and criteria should take into account the unique features of interdisciplinary collaborative activity and the differences between or among the units where the faculty member holds appointments. All involved constituents should make sure the faculty member understands how the evaluation criteria will be applied to his or her work.

E. Evaluation Procedures

A single process for evaluating faculty with joint appointments for annual evaluation, reappointment, tenure, and promotion must be included in the MOU. The administrative home will ensure that a joint committee is established and that a clear process is followed. The joint review committee should be roughly proportional in its makeup to the percentage of faculty effort in each unit.

F. Access to Resources

All of the units in which the faculty member holds appointments should provide funds to the faculty member in accord with unit practices, in a way that is proportional to the faculty member's percentage of appointment. The MOU must specify how the faculty member will access resources in each unit (e.g., office space; administrative support; funding, such as research seed money, departmental and supplemental travel; mentoring; and graduate student support).

G. Procedures for Changes to Terms of Appointment

The relevant unit administrators should agree in advance on the procedures by which the faculty member and unit administrators will be allowed to make changes to terms of appointment. Any changes to existing terms of appointment will require creation of a new MOU.

The MOU may include the following terms of appointment as applicable:

H. Allocation of sponsored project revenues

The Office of Research and Economic Development, along with the involved units, should agree in advance how they will handle external revenues the faculty member generates through his or her work. In general, the allocation of indirect costs and recognition distribution should be in proportion to the percentage of appointment, although this can be negotiated at the time of a grant proposal submission.

I. Intellectual property agreements

Especially in the cases with a UNT faculty member with joint appointments at another institution, the MOU should address sharing intellectual property (e.g., patents, etc.) and sharing the benefits accruing from such intellectual property. These agreements will be in compliance with UNT's Research Intellectual Property Policy.

J. Limitations on rights and responsibilities

A UNT faculty member with joint appointments will have full rights and responsibilities as a faculty member unless limited in the MOU.

Additional information may be included in the MOU on a case by case basis depending upon the unique needs of the faculty member and the units involved. Questions concerning the procedures for developing a MOU should be directed to the Office of the Provost.

II. Revision History

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| Policy Contact: | Policy Director, Office of the Provost and VP for Academic Affairs |
| Date: | 07/13/2016 |
| Dept(s) Involved: | Academic Affairs |
| Revision(s): | - |