



**Joint Appointment at the Rank of \_\_\_\_\_**  
**MEMORANDUM OF UNDERSTANDING**

**LUC Policy on Joint Appointments (Chapter 4 of the Faculty Handbook)**

**Joint Appointments — Tenured and Tenure-Track** These persons are full-time tenured or tenure-track faculty who split their time and effort among independent sets of faculty duties in more than one department, school/college, or other academic unit.

In some cases, where a faculty member has a joint appointment, **one department or school/college (or other academic unit) shall be specified as the person’s primary department, and the other (or others) as secondary.** In these cases, the primary department is the locus for annual evaluation, mid-probationary review, tenure, promotion and teaching responsibilities with the secondary department(s) being afforded a consultative role in these processes. **If tenure is granted, it is granted in the primary department only.**

In other cases, a joint appointment will describe full-time tenured or tenure track faculty **who hold continuing appointments in two departments within the same school or college, or in two different schools or colleges.** In these cases, the faculty member’s letter of appointment and/or annual contract will stipulate issues such as annual evaluations, mid-probationary review, tenure, promotion, and teaching responsibilities. Joint tenure may be possible if specified in the letter of appointment and/or annual contract. This letter of appointment and/or annual contract must be signed by the departmental chairpersons, deans, Senior Academic Officer, and faculty member at the time of hire or at the time when the joint appointment is initiated.

( Name )  
( Academic Units Involved )  
( Date of Agreement )

This Memorandum of Understanding (MOU) is between ( Unit A and Unit B ) and specifies the understandings and mutual obligations concerning the appointment of ( Name ), whose joint appointment as ( Title ), with tenure, was on ( Date ) in the above-named academic units.

The tenure obligations are \_\_\_\_\_% in ( Unit A ) and \_\_\_\_\_% in ( Unit B ).

The service/effort obligations are \_\_\_\_\_% in ( Unit A ) and \_\_\_\_\_% in ( Unit B ).

The funding for this position will be \_\_\_\_\_% in ( Unit A ) and \_\_\_\_\_% in ( Unit B ).

The teaching load will be \_\_\_\_\_ in ( Unit A ) and \_\_\_\_\_ in ( Unit B ).



On-going Research: ( **Unit A and Unit B** ) have agreed to the following with respect to on-going research:

1. Grants and Student Support: **[Describe the plans for grant administration including which unit(s) will administer which grant(s) and the division of indirect cost returns, if relevant]**
2. Research/Studio and Office Space: **[Describe the specific location and expectations for space and other facility issues, if any]**
3. Research Support: **[Describe the plans for funding the research support, if relevant]**
4. Summer Salary: **[Describe the plans for funding the summer ninths, if relevant]**
5. Other items, if relevant:

Merit Increases:

Each year ( **Name** ) will be evaluated for merit salary increases following the normal procedures within ( **Unit A and Unit B** ). The ( **Chair or Dean of Unit A** ) will consult with the ( **Chair or Dean of Unit B** ) each year so that the evaluation will be combined; however, the amount of merit salary increase need not be the same for each unit.

Administration of Appointments:

( **Unit \_\_\_** ) has been designated as the administrative home unit (e.g., personnel actions, central reporting, etc.) for ( **Name** ). Prior to the end of each academic year, the ( **Chairs or Deans of Unit A and of Unit B** ) shall meet to review the functioning of the joint appointment and discuss such matters as service, salary, sabbatical, impending promotion review [if applicable], leaves, and, in general, how the appointment is functioning jointly. *Note: Any differing policies or guidelines within each unit (e.g., leaves of absence, sabbaticals, etc.) will need to be identified and addressed.*

Service:

( **Name** ) will be expected to maintain an exemplary research/creative work program and a regular professional profile appropriate to the nature of his/her work. ( **Name** ) will also be expected to serve on selected ( **Unit A** ), ( **Unit B** ), and/or University committees, and to participate in faculty meetings in a manner commensurate with the fractions of his/her appointment in each unit.

Signatures:

All parties hereby approve the Memorandum of Understanding between ( **Name** ), ( **Unit A** ), and ( **Unit B** ), and agree that the provisions stated above are in accordance with all understandings at this time. Any substantive change to any or all of the provisions of the Memorandum of Understanding must be agreed to in writing by all of the parties.



# LOYOLA

UNIVERSITY CHICAGO

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\_\_\_\_\_  
( Name of Chair or Dean )  
( Unit A )

\_\_\_\_\_  
( Name of Chair or Dean )  
( Unit B )

\_\_\_\_\_  
( Name of Faculty Member )

\_\_\_\_\_  
( Provost )