

Joint Appointment Memorandum of Understanding

Definitions:

Administrative Unit: an academic program, department, division, college, institute, school or center or a non-academic unit such as a department, center, or division.

Home Unit: the unit most relevant to the primary function of the individual involved in the joint appointment and with which the individual feels the closest identity.

Joint Appointment: individuals hold joint appointments if they have appointments in two or more KSU units (academic or administrative).

Sharing Unit: a unit that has joined with an individual's identified home unit in a collaborative manner to support a joint appointment.

Faculty member requesting joint appointment:

JANE DOE, Ph.D.

Units involved in the joint appointment.

Department of History and Philosophy (Home unit)

American Studies program (Sharing unit)

Home unit of the jointly appointed individual.

The home unit will have the lead responsibility in the management of personnel issues and coordination of annual performance evaluations, merit decisions, tenure, and promotions in rank reviews as may be applicable for the particular individual. For tenure-track or tenured faculty, the commitment of tenure and rank will be within the academic unit. Often but not always, the home unit will be the unit with the higher workload fraction. As a general guide, the designated home unit should also be the unit that is most relevant to the individual's discipline/expertise area, inclusive of the area of intellectual / creative pursuits, and that which the individual feels the closest identity.

Terms of the appointment, e.g., academic year, twelve months, etc.

Academic year

Tenure status of the appointment, e.g., tenured, tenure track or non-tenure track.

Tenured

Rank or title of the applicant for the appointment.

Associate Professor

Workload distribution between the two units and whether this is for the duration of the joint appointment or up for review at designated times; if the latter, state the times.

History and Philosophy ~50%, AS program ~50%, as outlined below :

History and Philosophy

- Three or more courses per academic year will contribute directly to the history program. Scholarship expectations will continue be historical and/or interdisciplinary. Approximately one-third of service (at levels commensurate with the rank of Associate Professor) will be dedicated to H&P.

American Studies

- Up to three courses per academic year can contribute to the AS program.
- Scholarship expectations will continue be historical and/or interdisciplinary.
- Approximately two-thirds of service (at levels commensurate with the rank of Associate Professor) will be dedicated to AS. The workload includes service as associate coordinator of the AS program.

Changes in service, teaching, and research (including changes as a result of course releases, grant projects, graduate faculty status, or other assignments that may affect teaching load) may be agreed upon by the AS coordinator, the H&P chair, and the faculty member. If appropriate, this would become a component of the Faculty Performance Agreement.

Eligibility criteria and expectations regarding membership on unit level committees.

The joint appointee is eligible for membership on committees in either unit.

Joint appointee's office location, access to instructional support materials, secretarial support, and research support.

The joint appointee's office will be located in the interdisciplinary program suite. Support will come from the program/department appropriate to the activity.

Method in which the home unit will modify their evaluation and review processes for annual review, tenure, promotion, and post-tenure review as applicable to be inclusive of the sharing unit's input on performance (see Evaluation of Appointee for additional information).

The H&P Department chair will consult the AS Coordinator in completing the faculty member's annual review and post-tenure review. Specifically, the AS Coordinator will complete an annual review letter on the faculty member's performance related to the AS degree program and submit it to the chair of H&P. This letter will be a part of the faculty member's review and permanent record. The AS Coordinator will be consulted on recommended merit raises.

Mechanisms by which applicable revenues are managed if generated by a joint appointee with an externally funded grant.

Any indirects that accrue as the result of an externally funded grant negotiated between the faculty member, AS program coordinator, and H&P chair before the submission of any grant.

Process for modifying or terminating the joint appointment.

Any modification or termination of the joint appointment will be approved by the AS coordinator, the H&P chair, and a representative from the HSS dean's office.

Evaluation of Appointee

The evaluation procedures of the home unit should be followed for joint appointments. The evaluation procedures of the home unit must recognize the jointly appointed individual's multiple

commitments and should base evaluations on their total performance, inclusive of instruction, scholarly activities, service, and administrative responsibilities. The annual evaluative processes and forms typically used within the home unit should be modified to ensure that the sharing unit has appropriate input into the evaluation process. While the administrator of the home unit will be responsible for completing the evaluation, the administrator of the sharing unit must also provide a written performance evaluation pertaining to the individual's performance of responsibilities within the sharing unit. This evaluation must be included in the all evaluation documents. The final evaluation completed must be reflective of these two unit level administrators' perspectives. Prior to commencement of the appointment, both sharing unit administrators should make sure that jointly the appointed individual understands the explicit evaluation criteria that will be applied to their work in each unit.

The responsibility of conducting tenure and promotion review of jointly appointed faculty lies with the academic unit. However, as in the annual evaluation process, the non-academic sharing unit must have equitable opportunity for input during the review. Accommodations must be made in the academic unit's processes, e.g. peer review committee structures, administrative review formats, etc which will provide appropriate representation of the non-academic units' collegial peer and administrative involvement. Written documentation delineating these accommodations in the home unit's tenure and promotion processes should be agreed upon between the sharing units prior to requesting a joint academic appointment approval from the vice presidents.

In order to resolve personnel conflicts, the home and sharing units must identify the steps jointly appointed individuals should follow if they experience concerns about the terms of the joint appointment and/or the actions of the units involved. In general, it is recommended that an individual's concerns be first expressed at the most appropriate lowest level of the either the home or sharing unit. Appropriate upper levels of administration related to the units should become involved only if the units' efforts to resolve the difficulty prove to be unsatisfactory. If problems persist, the relevant upper level administrators should undertake to resolve them.

If a unit has concerns about a jointly appointed individual's performance or conduct, the administrator most knowledgeable about the concern should handle the difficulty. Each unit administrator has a responsibility to notify the individual's sharing unit of the problem, and work jointly towards resolution. Assurance of the individual's appropriate due processes among all involved is critical. Disciplinary action, if deemed necessary, toward the jointly appointed individual must be recommended jointly through appropriate channels.

Additional Information

Each unit should provide the jointly appointed individual with opportunities to participate broadly in the life of the university community. Ideally, the joint appointments will afford the individual substantive opportunities for involvement in scholarly activities and/or organizational responsibilities in each of the sharing units.

A jointly appointed individual's overall effort and access to resources must be comparable, in total, to individuals who hold an appointment in only one unit. Such resources may include mentoring, space, equipment, travel funds, and other sources of funding.

The individual who holds a joint appointment is expected to play an active role in helping the sharing units effectively collaborate together. The individual should make the effort to become familiar with each unit's expectations and procedures. If these procedures conflict, the individual should speak up in a timely way. The individual should inform the relevant administrators of issues that arise as a result of the joint appointment.

Changes in Appointment

Over the course of their careers at Kennesaw State University, individuals with joint appointments may wish to change the terms of the original agreement. Sharing units may also wish to change the terms of their arrangements with other units or with jointly appointed individuals. Thus, policies and procedures should be in place that allow for reconsideration of the terms of the agreement. In particular, the policies and procedures should address; a) workload modifications, b) budgetary issues, c) negotiation of the "home unit," and d) redefining the joint appointment arrangement.

Date of effect:

The appointment is effective 1 January 2007.

Approval:

The above terms have been reviewed and approved, as indicated below.

Faculty member: _____ Date: _____

Chair, H&P: _____ Date: _____
(Home unit)

Coordinator, AS: _____ Date: _____
(Sharing unit)

Dean, HSS: _____ Date: _____

Provost, KSU: _____ Date: _____