**DRAFT Career NTTF Joint or Multiple Appointment MOU Template**

MEMORANDUM OF UNDERSTANDING FOR THE [JOINT OR MULTIPLE] APPOINTMENT OF [FIRST AND LAST NAME] IN [UNIT 1] [(FTE %, e.g., 60%)] AND [UNIT(S) 2] [(FTE %, e.g., 40%)], etc.

1. **Primary Unit**

[Unit 1] is the Primary unit, serves as the administrative home for [NAME] and is responsible for providing primary office space, administrative support. [Modify as appropriate if there is an alternative agreement between the units and faculty member.] [Unit(s) 2, etc.] is/are the Secondary unit(s) and is/are responsible for providing shared office space and administrative support. [Modify as appropriate.]

1. **Faculty Privileges and Responsibilities**

[NAME] will hold titles in [Unit 1, Unit 2, etc.] and will be listed in the UO Catalog [delete “UO Catalogue” if not applicable], webpages, and other official publications as a member of these units.

Each unit will follow its own governance documents about the voting rights of [NAME], if applicable. [NAME] [will or will not] have voting rights in [Unit 1], and [NAME] [will or will not] have voting rights in [Unit 2], etc.

[NAME] will have all non-voting rights and obligations of unit membership, in proportion with each appointment. [Indicate here whether voting rights do not apply in a particular unit.]

Expectations for professional responsibilities are proportionate to the allocation of FTE in each unit, and [NAME] is subject to the policies and procedures of each unit.

The Primary, Secondary, and other supervisors will hold an annual meeting with [NAME] to discuss any service or research distribution across the units, teaching schedules (including days and times of courses), advising obligations, and/or progress toward promotion. These meetings may be held separately with each supervisor.

[NAME] [is or is not] expected to work with students in [Unit(s)]. [Describe any other responsibilities related to students as appropriate.]

[Name] [is or is not] entitled to receive resources in support of [teaching, research, and professional development] from [Unit(s)] in amounts corresponding to their FTE distribution according to each unit’s procedures and policies, and consistent with [NAME’s] responsibilities in each unit.

1. **Evaluations, Reviews & Promotion**

**Joint Appointments**

All reviews, including annual, contract renewals, promotion, and merit, will follow the policies and procedures of the respective units consistent with the type of appointment (instructional, research, or officer of administration). [Unit 1] will be responsible for administering the reviews and will conduct them jointly with [Unit(s) 2, etc.]. [Document any alternative agreement among and between the respective units and faculty member here.]

[Unit 1] will oversee the promotion process and conduct it jointly with [Unit(s) 2, etc.]. Eligibility for promotion will be determined by the total FTE within both units consistent with the units’ policies and procedures. [Document any alternative agreement among and between the respective units and faculty member here.]

**Multiple Appointments**

All reviews, including annual, contract renewals, promotion, and merit, will follow the policies and procedures of the respective units consistent with the type of appointment (instructional, research, or officer of administration). Each review may be conducted independently. The units should consult with each other as appropriate. [Document any alternative agreement among and between the respective units and faculty member here.]

Promotion considerations will be made by the individual units, respectively. Each unit will determine eligibility for promotion proportional to the allocation of FTE within the unit consistent with the unit’s policies and procedures. The units should consult with each other as appropriate. [Document any alternative agreement among and between the respective units and faculty member here.]

Signatures of Parties:

[NAME] Date

[UNIT 1 HEAD] Date

[UNIT 2 HEAD] Date

[Add other units as needed]

[DEAN or DIRECTOR] Date

[PROVOST or Designee] Date