**University of Virginia**

**Agreement for a Joint [Tenured/Tenure-Track] Faculty Appointment**

[Name]

[Academic Units Involved]

[Date of Agreement]

This Agreement for a Joint [Tenured/Tenure-Track] Faculty Appointment (“Agreement”) is between [Unit A] and [Unit B] and specifies the understandings and mutual obligations concerning the appointment of [Name], whose joint appointment as [Assistant or Associate] Professor of [\_\_\_], [with/without] term, [was/is] effective on [Date] in the above-named academic units.

1. **Collaboration.**

All parties recognize that a joint appointment requires collaboration between the leadership of each unit and the faculty member involved. Both [Units] acknowledge that [Name] holds a single faculty appointment at the University with a single rate of pay and professorial rank. Under no circumstances may a faculty member hold more than one professorial rank at the University.

To prevent misunderstandings and disagreements from occurring, [Unit A] and [Unit B] have conducted a joint analysis of policies and procedures in each unit to identify those that potentially conflict and have addressed those conflicts in this document. The conflicting policies identified include: [e.g., sabbaticals/leaves of absence, service, difference in teaching load, expectations for grant funding, schedules for annual reviews, P&T reviews, peer reviews, etc.]. If other conflicts in practice or procedure arise, the leadership of [Unit A] and [Unit B] will confer to determine how to best resolve the conflict without unduly burdening the faculty member.

Prior to the end of each academic year, the [Chair(s)/ Director(s)/Dean(s)] of [Unit A] and of [Unit B] will meet to review the functioning of the joint appointment and discuss such matters as service, salary, impending [promotion/ tenure review], leaves, and, in general, how effectively the appointment is functioning for the individual and each of the units.

1. **Administrative Home**

[Unit A] has been designated as the Administrative Home. All personnel actions and central reporting will be undertaken by the Administrative Home.

1. **Division of Time and Effort.** [Name], as a [tenured/tenure-track] [assistant or associate] professor in both [Unit A] and [Unit B] will be expected to carry out teaching, research, and service in each unit. All parties intend the funding level and effort structure set forth here to remain consistent over the course of the joint appointment, adjusted annually, if needed, to reflect changes in salary and fringe benefit rates. For any given period of appointment, however, the percentage of effort and the expected time commitment do not have to be the same (e.g., the faculty member might teach more courses in one unit in the fall and more in the other unit in the spring). A temporary change in effort or teaching load does not change the long-term allocation of effort and teaching for the position. To make a permanent change to the allocation of effort, all of the parties will have to be in agreement, and a written amendment to this Agreement will need to be signed.
2. **Research:** For purposes of evaluation and grant funding, [X%] of [Name]’s effort obligations will be in [Unit A] and [Y%] will be in [Unit B]. [Note: the percentage of research effort does not need to be the same as for research or for service.]
3. **Teaching:** [Name’s] teaching obligations will be coordinated annually between the two units. Teaching in [Unit A] will be expected to equal [X%] of the standard teaching load in [Unit A]. Teaching in [Unit B] will be expected to equal [Y%] of the standard teaching load in [Unit B].
4. **Service:** [Name]’s committee and other departmental or school-wide service assignments will be coordinated annually between the two units. Service in [Unit A] will be expected to equal roughly [X%] of the service normally expected in [Unit A]. Service in [Unit B] will be expected to equal roughly [Y%] of the service normally expected in [Unit B]. [Name] should be prepared to participate in both units’ faculty meetings and serve on ad hoc committees in either unit as appropriate. When making service assignments, the [chairs/directors/deans] will take into account the extra time required to participate in the intellectual life and governance of more than one school and/or department, as well as all service obligations outside [Unit A and Unit B].
5. **Voting:** [Name] is a full member of [Unit A] and [Unit B] and has the voting rights normally accorded a/an [assistant or associate] professor in both units. [Name] is eligible to be nominated by [either department and/or their respective unit] for appropriate internal or external fellowships, grants, and awards, following procedures for full-time faculty members.
6. **Evaluation:** [Unit A] and [Unit B] will collaborate in all evaluations of [Name].
7. **Annual Evaluation:** Each year [Name] will be evaluated under the normal annual review procedures for [Unit A] and [Unit B]. The [Chair/Director/Dean] of [Unit A], as the Administrative Home, will ensure that [Name] is given [written or oral] feedback as part of [Name]’s annual review.
8. **Tenure Review and Promotion to Associate Professor [For TT faculty only]:** [Name] will be apprised well in advance [e.g., by the end of the first year of appointment; at the third-year review] of the necessary elements for a joint tenure review process, including the number and selection process for outside reviewers, the elements required for a teaching portfolio, the method for assessing teaching, expectations for publication and grant funding, expectations for service, and any other requirements.   
     
   [Name] will be reviewed in academic year [**enter year**] for promotion and tenure by both [UnitA] and [UnitB]. [Unit A and Unit B] will confer to develop an appropriate timeline for the tenure process (e.g., due date for file from candidate, timeline for external letters, date for departmental vote, etc.]. [If necessary, include any agreement that the usual calendar in one of the schools will be shifted to accommodate a joint procedure]. If [Name] requests a tenure clock-stoppage, the deans of [Unit A and Unit B] will decide jointly whether to forward the request to the executive vice president and provost.

The promotion and tenure committee will include balanced participation from both [Unit A and Unit B]. [Unit A and Unit B] will coordinate obtaining external letters. [If appropriate: The solicitation communication for external letters will include an emphasis on the multidisciplinary nature of the joint appointment]. The promotion and tenure committee will make a recommendation to the [P department in [Unit A] and [Q department in Unit B]. Each school will then follow its own usual promotion and tenure process until the tenure file and deans’ recommendations are sent to the provost promotion and tenure committee. As with all promotion and tenure cases, the deans’ letters are advisory to the provost, who is the final decision-maker. If [Name] determines that [s/he] would prefer to be considered for tenure in only one unit, [Name] has the right to end the joint appointment and take on a sole appointment in one unit. To do so, [Name] must submit a written letter to the deans [or unit heads] of [Unit A] and [Unit B] by [XX, e.g., by May 15 of the spring before the academic year in which the tenure file will be submitted]. If this option is exercised [Name] will go through the regular promotion and tenure process only in the unit of his or her choice. The faculty member should expect to maintain the current effort allocation through the end of the academic year during which the request is made, with the transition to a full-time position in one school to take place at the beginning of the following academic year. The school the faculty member has chosen as the potential tenure home will take on responsibility for salary and other expenses on July 1 before the transition in activities takes place. [Note here any contingency plan that has been agreed upon: e.g., if the faculty member has a laboratory in Unit A, Unit B might agree to continue funding the lab for a certain number of years if the faculty member chooses to seek tenure only in Unit B].

1. **Promotion to Full Professor** [For Assistant and Associate Professors only]: Review for promotion for full professor, if applicable, will be coordinated between [Unit A and Unit B]. Beginning on [date, e.g., 5 years after expected tenure date, or a certain date after the initial appointment], [Unit A and Unit B] will include in their annual evaluation of [Name] an assessment of whether consideration for promotion is appropriate in the following academic year. In the year [Name] is considered for promotion, the [chair/director/deans] of [Unit A and Unit B] will meet to develop a timeline for the promotion process, including any alterations in their usual schedule necessary to achieve a joint process. [Alternative: Unit B agrees to follow the normal promotion schedule of Unit A].

The promotion committee will include balanced participation from both [Unit A and Unit B]. [Unit A and Unit B] will coordinate obtaining external letters. [If appropriate: The solicitation communication for external letters will include an emphasis on the multidisciplinary nature of the joint appointment].

1. **Financial Support**
2. **Salary:** [Unit A Chair/Director/Dean] and [Unit B Chair/Director/Dean] have agreed that **[**Name]’s salary for the [date] academic year will be $ [XX]. Each year, the [Chair/Director/Dean] of [Unit A], as the Administrative Home, will initiate discussion of merit raises with the [Chair/Director/Dean] of [Unit B]. Evaluation for merit salary increases will follow the normal procedures within [Unit A]and[Unit B] [note here any agreements to alter the usual timeline to account for discrepancies in timing in the two units or any changes to the normal procedures to reflect the different criteria used by the two units]. Once [Chair/Director/Dean] of [UnitA] and [Chair/Director/Dean] of [UnitB] will work together to recommend salary adjustments each year. Once the salary recommendation has been approved by the executive vice president and provost, [Unit A] will provide [X%] of the salary and fringe benefits and [Unit B] will provide [Y%].
3. **Start-up Package/On-going Research:** [Chair/Dean of Unit A]and[Chair/Dean of **Unit B**] have agreed to provide [Name] with a start-up package as follows: [detail cost and elements of package]. [Unit A] will provide [X%] of this package and [Unit B] will provide [Y%]. This package will include:

* **Student support:** [Describe the plans for research assistance and any agreement on cost-sharing.]
* **[Research/Studio] and Office Space:** [Describe the specific location and expectations for space and other facility issues, if any, and any agreement on cost sharing. Note if the faculty member will have more than one office and, if not, what space will be available for use when visiting the other unit.]
* **Research Support:** [Describe the plans for funding, if relevant, and any cost sharing agreement.]
* **Summer Salary:** [Describe the plans for funding, if relevant, and any cost sharing agreement.]
* **Other items:** [funding of sabbaticals; cost-sharing agreements on repairs, renovations, or additional equipment; travel support, etc.]
* **Grants:** [Unit A] will receive [X%] of the Facilities and Administrative costs (F&A) and [Unit B] will receive [Y%] of the F&A of any grants received by [Name]. Grants received by [Name] will be processed and administered by Unit A as the Administrative Home [note if a more detailed agreement has been reached]. At the end of each year, [Unit A] will transfer the agreed upon percentage of F&A to [Unit B] as described above.

1. **Amending this agreement.**

This agreement is intended to reflect a permanent agreement between the schools, so long as [Name] remains a member of the faculty. [Name], the [dean/director] of [Unit A], or the [dean/director] of [Unit B] may initiate renegotiation. Both [unit heads], [name], and the executive vice president and provost must agree on any proposed changes in order for them to take effect. An amendment to this Agreement must be signed at that time to reflect the changes in the appointment.]

1. **Disputes:** If a disagreement arises over the content of this Agreement, [name] and [chair/dean/director] of [Unit A] and/or the [chair/dean/director] of [Unit B] should meet to attempt a resolution of the disagreement. If the case cannot be resolved through this meeting, any party may seek the intervention of the executive vice president and provost for resolution.

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**[Dean or Director of Unit A] Date**

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**[Dean or Director of Unit B] Date**

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**[Faculty Member] Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**[Provost or Provost Designee] Date**