**Memorandum of Agreement (MOA) Template for Joint or Interdisciplinary Appointment**

**Office of the Provost**

**June 2023**

To facilitate joint or interdisciplinary appointments, a template for an MOA is provided below. Although a list of issues and guidelines is provided, not all issues may apply to each appointment, and the terms are flexible and may be customized for each faculty member. An MOA is:

* signed by the faculty member and Chairs, in addition to Deans/Directors of Institute or Center/EVP
* submitted to Office of the Provost

**TEMPLATE STARTS HERE**

**Green text is explanatory only, should be removed**

**Memorandum of Agreement for Joint or Interdisciplinary Appointment between the <name(s) of School/Department/Institute/Center> and the <name(s) of School/Department/Institute/Center>**

**<Faculty’s Name>**

**Title: Assistant/Associate/**Professor of < >

**Home Department(s):** Department of < >

*For promotion and tenure, while all the units will typically share responsibility for evaluating all aspects of the Faculty’s academic activities and performance, the home (academic) department will handle tenure and promotion and other responsibilities (e.g., preparation of tenure track dossiers, scheduled reviews).*

*To follow the tenure and promotion processes efficiently across both schools, a best practice is that the home school prepares the nomination, in consultation with the host school (such as list of referees).*

**Host Department(s):** Department of < >

**Admin Department:** Department of < >

*If the unit is Institute or Center, administrative department will be within the Institute/Center.*

*The administrative department is responsible for all HR transactions such as annual appointments, salary increases, leaves, visa processing, etc.).*

**Salary:** The <Department/School/Institute/Center> will be responsible for Prof./Dr. XXX’s salary and fringe costs.

**-** *If the faculty member’s salary will be split between multiple units, indicate the percentage each <Department/School/Institute/Center> is responsible for.* *Raises are usually determined by the Home Department/School, notifying the Host Department(s)/School(s).*

**Space:** The <Department/School/Institute/Center> will be responsible for Prof./Dr. XXX’s space.

*In addition to lab space, space for the faculty’s office, and desks for postdoctoral research scientists or graduate students can be described.*

**Duties:** In the <Department/School/Institute/Center> Prof./Dr. XXX will maintain his/her current research, teaching, and administrative efforts. Prof./Dr. XXX will serve on appropriate committees and train and mentor graduate students.

In the <Department/School/Institute/Center> Prof./Dr. XXX will work on <insert duties>. Prof./Dr. XXX will serve on appropriate committees and train and mentor graduate students.

*Administrative responsibilities include serving on committees, faculty recruiting, and strategic planning. To avoid doubling the load on a faculty member, sometimes it is stated that the duties to each unit will be pro-rated.*

*Teaching duties include how many courses in each department. Cross-listing of courses is encouraged.*

*For mentoring of graduate students, if allowed in multiple departments, sometimes guidance can be given on the expected percentage range of externally funded Ph.D. students in the host department.*

**Start Up Funds:** The <Department/School/Institute/Center> will provide <dollar amount> in startup funds.

*Details of each unit’s contribution, and sources and uses of funds, is typically provided in the MOU.*

**Research Fund:** Prof./Dr. XXX will receive a <dollar amount> annual research fund.

*If applicable. Details of sources and uses of funds is typically provided in an MOU.*

**Grants:** Prof./Dr. XXX research grants and their indirect costs will be managed by the <Department/ School/Institute/Center>.

*Submission and management of grants is* *normally handled by one department. For departments representing disparate fields, one could consider managing the grants based on the funding agency.*

*Also discussed sometimes is the school/department where the grants are scoped.*

All indirect cost recoveries and intellectual property income generated by Prof./Dr. XXX will be shared between <Department/School/Institute/Center> and <Department/School/Institute/Center> in proportion to the total financial contributions provided by each school, in the year the income is earned (as reflected in the University accounting system)

**-** *Indirect cost recovery: Details of each unit’s contribution, and sources and uses of funds, is typically provided in the MOU.*

**Intellectual Property:** IP and licensing agreements and revenues will be attributed to <Department/School/Institute/Center>.

*How IP/licensing revenues, and allocations for school and department will be distributed. All can go to one unit, or they can be shared proportionally according to the total financial contributions provided by each school*

* *For units without departments, the unit can receive the allocations for both the school and department.*

**Voting Privileges:** Prof./Dr. XXX will have voting privileges in the <Department/ School/Institute/Center> according to the Stated Rules of the <name of school> or By-Laws of the <name of Department/Institute/Center>

**Faculty Council/Assembly:** With regards to the determination of departmental representation on the Faculty Council/Assembly, Prof./Dr. XXX shall be counted as a member of Department X.

*CUIMC only*

**Terms of the Agreement:** The Agreement shall remain in force with the agreement of all parties. The Agreement shall not violate the by-laws of the participating departments.

*However, schools/departments can agree on provisions to re-visit the agreement in the future, recognizing that fields of research and/or organizational structures may evolve over time.*

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<name> Date

Chair, Department of <name>

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<name> Date

Director, Institute/Center <name>

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<name> Date

Dean, School <name>

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<name> Date

Executive Vice President for <name>

Dean of the Faculty of <name>

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<name> Date

Office of the Provost

Academic Appointments

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<name> Date

Faculty’s current title