**Memorandum of Understanding**

**Regarding Faculty Name**

**Between the Department/Program and Department/Program**

**Date**

1. The faculty member is rostered 50% in Department/Program and 50% in Department/Program, with full voting rights appropriate to his/her rank in both units.

2. Teaching is to be divided equally: Department/Program will assign 50% of the faculty member’s courses and Department/Program will assign 50%. Service will also be divided 50/50. However, in any given academic year the faculty member’s service load will fall within one department only, and will alternate to the other each academic year. Specifically, service commitments will be assigned by the Department/Program in academic years starting with an even number (for example, 20121-13) and by the Department/Program in academic years starting with an odd number (for example, 2013-14).

3. There will be separate evaluations conducted by the normal annual merit raise procedures in each unit. The Department/Program and the Department/Program will each arrive at an annual merit increase according to their respective evaluation procedures. The total increase will then be divided equally and allocated to the salary pool of each department.

4. For reappointment, tenure and promotion decisions one notebook which contains material on the candidate’s research, teaching, and service will be prepared by Department/Program and forwarded to Department/Program. The Chair of each department, in consultation with the respective Executive Committees, shall appoint three tenured faculty members to one evaluation committee. The evaluation committee will make its recommendation to the appropriate faculty in each department. The departments will review the recommendation of the evaluation committee and make their separate recommendations to the Dean of the College of Arts and Sciences according to departmental procedures.

5. Office space and other operating expenses will be maintained by Department/Program.

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

Name, Chair/Director Date

Department/Program

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

Name, Chair/Director Date

Department/Program

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Name, Dean of Division/Associate Dean

College of Arts and Sciences

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

Name, Vice Provost and Associate Date

Vice Chancellor for Faculty Affairs

I agree with the procedures as outlined in this Memorandum of Understanding.

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

Name Date