**Memorandum of Understanding**

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [Faculty Member]

**A Faculty Member Rostered in the**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [Name of Institute]

**with Tenure Home in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [Department]

[Insert Date]

[Institute Name] is hiring [Faculty Name] as a/an [Insert Title: Assistant/Associate/Professor]. The position will be rostered in [Insert Institute Name] with the Department of [Insert Department Name] as the tenure home. This MOU is to document the arrangement between [Department], [Institute], the Institutes and the [Insert College or School Name] regarding various facets of the faculty member’s appointment.

**Space:** [Insert Department OR Institute – whoever is covering space] will provide office space, laboratory space, and will accommodate the space needs of students, post-docs, or researchers associated with the faculty member, according to their Bylaws and Standing Rules. [Add any additional details about space arrangement, as needed]

**Annual Merit Review:** The Department will conduct annual merit reviews for the faculty member in the context of its annual merit evaluation criteria. The Department will forward the outcome to the Director of [Insert Institute Name], who will take this evaluation into consideration as a final evaluation is completed in the context of the [Insert Institute Name] rostered faculty and the salary pool made available by the Institutes. Results will be submitted to the Dean of the Institutes.

**Teaching, Scholarly and Creative Work, and Leadership and Service Expectations:** For purposes of annual merit evaluation, your efforts and accomplishments will be assessed according to the following formula: \_\_\_% teaching, \_\_\_% scholarly and creative work, and \_\_\_% leadership and service to the Department, Institute, University, and profession. Your normal classroom teaching assignment will be \_\_\_ courses per academic year. Courses are assigned by the Chair based on curriculum needs, and in consultation with the faculty member, and associate chairs.

Should you be appointed or elected to a time-consuming or multi-year service activity in one unit, the chair/director of the other unit should be consulted. You will have a full vote on all issues relating to [Insert Department Name] business as would a department-rostered faculty member.

**Comprehensive Review for Reappointment, Promotion, and Tenure Reviews:** At the time of the Comprehensive Review for Reappointment prior to tenure, the Chair of [Insert Department Name] and Director of [Insert Institute Name] shall assess whether you are progressing satisfactorily in both units. Should a conflict arise in which progress is judged to be satisfactory in one unit and not the other, the Chair, Director and faculty member, as well as the Dean, as appropriate, will meet to decide whether the currently-organized appointment continues to be in the best interests of the units, the University, and the faculty member.

Comprehensive review for reappointment, promotion, and tenure decisions will proceed according to the By-Laws and Standing Rules of [Insert Department Name] in consultation with the Institute. Specifically, after the PUEC review, the dossier is forwarded to the Institute for review. The Institute Director will write a letter summarizing the institute’s input on the case and send that to the tenure home for inclusion in the dossier to be shared with the tenure home faculty.

[Optional]: The Department and Institute approve \_\_\_\_ years of credit toward your tenure process, with a comprehensive review for reappointment due in year \_\_\_\_\_\_\_\_\_\_ (AY) and a review for promotion to [Insert Rank] professor and tenure due in year \_\_\_\_ (AY). Following a successful comprehensive review, an early review for promotion and tenure prior to the fifth year may occur upon your request and consultation with the Department Chair, your faculty mentor, and your Primary United Evaluation Committee (PUEC). The standards for a promotion and tenure review occurring in advance of the mandatory year are the same as for a review occurring at the mandatory time.

Institute tenured faculty provide input to the tenure home department in these reviews. Comprehensive review for reappointment, promotion, and tenure reviews will proceed according to the primary unit criteria and bylaws of the [Insert Department Name] in consultation with [Insert Institute Name]. For these reviews, a single dossier will be prepared by the department with support from [Insert Institute Name] and forwarded to the College of [Insert College or School Name] Dean’s Personnel Committee. The Department will appoint a joint Primary Unit Evaluation committee (PUEC), with at least one member from [Insert Institute Name] and the rest from [Insert Department Name], to evaluate the candidate’s teaching, scholarly and creative work, and leadership and service. The criteria for evaluating teaching, scholarly and creative work, and leadership and service will follow those laid out in the [Insert Department Name]’s policy document [Insert title or link of Home Department Policy Document]. For the review, the Director of [Insert Institute Name] will provide a letter of evaluation for the faculty member and this letter will be included in an advisory capacity in the official review dossier. In line with the [Insert Institute Name]’s bylaws, the Director's letter should include input from [Insert Institute Name] tenured faculty on the areas of scholarly and creative work, leadership and service, and teaching, as applicable. Institutes do not vote on tenure, only the tenure home’s tenured faculty vote on tenure as part of the primary unit evaluation.

If there is disagreement about the outcome of the comprehensive review for reappointment, promotion, or tenure, the Chair of [Insert Department Name] and Director of [Insert Institute Name] will discuss the nature of the disagreement. A disagreement between the tenure home and the institute about the outcome of the review or a proposal for a potential separation or transfer of the FTE will be adjudicated by the Dean of the [Insert College or School Name] and the Dean of the Institutes.

**Research/Proposal Processing/ICR Sharing:** The DA-ICR will be distributed between the two units. \_\_\_\_% will go to [Insert Institute Name] and \_\_\_% to [Insert Department Name]. In general, the relative contributions shall be scaled by the relative amount of DA-ICR received by each unit on grants in which the shared faculty member is a Principal Investigator.

**(Optional) Start-Up Funds:** As stated in the offer letter, $\_\_\_\_\_ will be provided as part of a start-up package ($\_\_\_\_\_\_\_\_\_ from Department and the [Insert College or School Name]; $\_\_\_\_\_ from [Insert Institute Name], and $\_\_\_\_\_ from the Institutes. These funds may be used by the faculty member to support their research mission. Funds will be available during \_\_\_\_\_ years.

**(Optional) Graduate Student Support:**  You will have the opportunity to advise graduate students through [Insert Department Name]. The Department could assign Teaching Assistants (TA) based on specific course offerings including the courses with which you will be involved. In addition, prior to tenure, you will be prioritized to bring in additional graduate students.

**(Optional) Lab Space: [**Department/Institute] will provide X space and X equipment for [Insert time period].

We agree to the above:

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

**[**Name], Director Date

Institute of [Institute Name]

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

**[**Name], Chair Date

Department of [Department Name]

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Massimo Ruzzene, Vice Chancellor Date

Research & Innovation/Dean of the Institutes

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**[**Name], Dean Date

College of [College Name]

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Michele S. Moses, Vice Provost and Associate Date

Vice Chancellor for Faculty Affairs

I accept these commitments, conditional upon approval of my appointment by the Provost and Executive Vice Chancellor for Academic Affairs of the University of Colorado Boulder.

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

[Candidate Name] Date