

APPENDIX B: CHECKLIST FOR SHARED APPOINTMENTS

Date _____

Name and Rank of Appointee _____

Primary Department or Program _____

Secondary Department or Program _____

1. Teaching Load

Primary Unit: Fall: _____ Spring: _____
Secondary Unit: Fall: _____ Spring: _____
Percent of Student Credit Hours: _____ Primary _____ Secondary

2. Budgetary Obligations

Primary Unit: Responsible for _____% of line
Secondary Unit: Responsible for _____% of line

3. Faculty Meetings and Voting

Primary unit: appointee will/will not attend meetings and will/will not vote
Secondary Unit: appointee will/will not attend meetings and will/will not vote

4. Research Responsibilities

Primary Unit:

Secondary Unit:

Distribution of Credit for Awards:

Indirect Cost Recovery on Grants:
Primary unit will receive _____% Secondary unit will receive _____%

5. Administrative Load

Primary Unit:

Secondary Unit:

6. Tenure/Continuing Status Home

7. Service Responsibilities

Primary unit will expect:

Secondary unit will expect:

8. Peer Evaluations

Committee will be composed of the peer review committee from the primary unit and at least one member of the secondary unit.

Evaluation criteria (teaching, research, service):

Primary unit:

Secondary unit:

9. Probationary, Tenure/Continuing Status and Promotion Reviews

Tenure/continuing status is held in the primary academic unit. Review committees will be composed of members of the promotion and tenure/continuing status committee of the primary unit and at least one member of the secondary unit. A single recommendation will be forwarded to the dean.

10. Office Space and Secretarial Support

Primary/secondary unit will provide an office.

Primary/secondary unit will provide secretarial support.

Primary/secondary unit will provide travel funds. Normally \$_____ will be provided in travel funds. Travel funds typically will be provided for the following purposes:

11. Other Considerations

Signatures:

Faculty Member	Representing Primary Unit	
Date	Unit	Date
	Representing Second Unit	
	Unit	Date

Approved by Faculty Senate May 1993.

4/1/2005