

APPENDIX A: 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 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