

**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