



UNIVERSITY OF COLORADO DENVER

**GUIDELINES AND CHECKLIST FOR  
JOINT APPOINTMENTS OF FACULTY**  
REVISED FEBRUARY 2008

The University of Colorado Denver (UCD) seeks to recruit and retain faculty who will contribute successfully to the teaching, research and service missions of the university. On occasion, faculty are recruited or appointed by more than one unit of the university. These guidelines and checklist are to facilitate communication among all parties involved in the appointment and to assure that critical items are addressed in a productive manner.

Joint appointments, while not common, are a mechanism that can encourage collaboration within the university and facilitate development of multi-disciplinary programs. Each joint appointment must be considered individually and it is critical that there be open communication among all parties involved. It is expected that each appointment will be guided by a detailed memorandum of understanding that outlines how items such as salary, promotion and tenure review, allocation of research grant monies, space assignments and teaching and service responsibilities will be handled. In every case, the overriding objective is to facilitate the appointment in a manner that is collegial and beneficial to the faculty member, the departments and, where applicable, the schools/colleges and the University. The attached checklist provides guidance for the preparation of the memorandum of understanding.

At UCD, 50%/50% splits are not allowed. The faculty member must have a “primary” department or school/college in which at least 51% of the FTE is assigned. The other department or school/college (with less than 51% FTE) is considered the “secondary” unit.

The memorandum of understanding that is developed should be signed by the faculty member, both department chairs or unit heads, division heads and program directors (if applicable), the dean(s), and the provost.

**Checklist of items to consider/include in memorandum of understanding  
when faculty hold an appointment in more than one unit of the  
University of Colorado Denver**

- Letter of Offer – Does the letter of offer reference the memorandum of understanding? (For clarity, there should always be a separate, referenced memorandum of understanding.)
- Percent of Effort – Is it explicitly specified how much of the faculty member’s effort will be in each unit (with at least 51% assigned to one unit)?
- Appointment – Will the appointment be a 9- or 12-month appointment? This usually follows the primary appointment’s pattern. Is the appointment tenured, limited, indeterminate or at-will? What is the end date of the appointment (if limited)?
- Salary – What is the overall salary? Will the salary be split according to percent of effort? If not, how will it be split? What sources of funds will support the salary? In cases of appointments with tenure, which unit is responsible for which portion of the tenured salary guarantee?
- Comprehensive and Promotion and Tenure Reviews – How will the criteria of the primary and secondary departments or schools/colleges be used in the evaluation of the faculty member? Who will serve on the review committee(s)? When will the reviews occur? If across schools, which dean and Dean’s Advisory Committee will review the case? If between HSC and DDC or with UCB or UCCS, which Vice Chancellor’s Advisory Committee will review the case at the campus level?
- Sabbaticals – Will sabbaticals be permitted during the term of the joint appointment? Who will decide?
- Annual Merit Review – What does the faculty member need to prepare? Who will receive the materials? Who will make the final determination on the rating (“meeting expectations,” etc.) and determine whether a salary increase is justified, as well as the size of any increase?

- Post Tenure Review – Are procedures, timelines, and the “home” for post-tenure reviews identified?
- Awards – Will the faculty member be eligible to compete for school/college or campus-level awards? If so, in which unit(s) and for which campus(es)?
- Courseload or Workload – Have expectations been defined, especially if departments or schools/colleges have different practices, and has the one to be followed been specified?
- Recruitment Package, Moving Expenses and Other Start-Up Costs – Who is paying for what?
- Research, Teaching, Clinical and Service Expectations – Have expectations and commitments including incentive agreements, if appropriate, been specified?
- Space – Where will office and laboratory space be assigned?
- Support – What provisions will be made for secretarial, travel and other academic support?
- Equipment – Who will “own” any equipment acquired by the faculty member?
- Research Grants – Who will have responsibility for signing research grant applications? How will monies, including Indirect Cost Recoveries, be allocated?
- 1/6 Rule or Alternative Compensation Plan – How will outside work be handled?
- Home Department – Has a “home department” been identified to handle routine administrative tracking and oversight (for example, annual and sick leave, salary and benefits administration and other matters)? (Typically, the “home department” is the primary department or school/college.)
- Mechanism to Review, Revise or Terminate Agreement – Has a timeline to review the agreement and a process to make changes to the memorandum of understanding been established?