## UNIVERSITY OF SOUTHERN CALIFORNIA

## JOINT APPOINTMENT CHECKLIST

Optional form, available for use for joint, secondary, and courtesy appointments.

| Name:   | Title: _   | (e.g., Associate Professor of Ag | griculture and Astronomy) |
|---|--|----------------------------------|---------------------------|
| Term of secondary appointment:  |  |                                  | To:                       |
| For Assistant or Associate Professors, a fixed term must be specified. For faculty without tenure, the term should not  | From:  | month/day/year                   | month/day/year            |
| exceed the maximum probationary period, and is subject to<br>non-reappointment. For full Professors only, the term may<br>be "continuous"; no formal renewal is then required and | ☐ Cor  | ntinuous                         |                           |
| either department or the faculty member can terminate the arrangement at will. Check if continuous and indicate the start date.   | Normally, start dates should be either September 1 or January 1 and termination dates should be either December 31 or August 31. |                                  |                           |

|    |  | PRIMARY SCHOOL & DEPT./ PROGRAM  | SECONDARY SCHOOL & DEPT./PROGRAM   |
|----|--|--|--|
| 1. | School and Dept.                             |  |  |
| 2. | Teaching<br>Load                             | Specify teaching load (at least half-time):  % or course(s)/units per year   | Specify teaching load (up to half-time):  Check here if teaching will be renegotiated each year.  % or course(s)/units per year  |
| 3. | Faculty<br>Meetings<br>and Voting            | The faculty member attends meetings and votes.   | Specify arrangements. Generally the faculty member will neither attend nor vote:  Attends:   |
| 4. | Merit<br>Evaluation<br>and Salary<br>Changes | Merit evaluation is to be conducted by the primary department. Normally, salary increases will be determined within the primary academic unit and by regular procedures followed within that unit. | The secondary department will forward its recommendation for consideration by the primary department. Specify any other arrangements:  |
| 5. | Tenure and<br>Promotion<br>Reviews           | Tenure is held in the primary department, if the individual is tenured. The primary department conducts promotion and tenure reviews.  | The secondary appointment is at the rank set in the primary department. Tenure is not held in the secondary department. The secondary department should forward its recommendation for consideration by the primary department at the time of promotion/tenure review and it will be included in the promotion/tenure dossier. If there is non-reappointment in the primary department, the secondary appointment terminates at the same time. Specify any other arrangements: |
| 6. | Office Space & Secretarial Support           | Provided by the primary department.  | Specify arrangements. Any space and secretarial support should reflect the faculty member's participation in the secondary department.   |
| 7. | Service and<br>Responsibil-<br>ities         | Major service responsibilities   | Specify expectations. The total service should not exceed that expected of faculty having single appointments.   |

|   | PRIMARY SCHOOL & DEPT./ PROGRAM   | SECONDARY SCHOOL & DEPT. /PROGRAM   |  |  |  |
|---|---|---|--|--|--|
| 8. Guidance/  | Faculty member is considered 'internal'.  |   |  |  |  |
| Dissertation Comm.  |   |   |  |  |  |
| 9. Renegotiation  | This joint appointment is subject to review and possible renewal at the end of the period covered by this |   |  |  |  |
|   | agreement, or if continuous can be terminated by either department or the faculty member at will.         |   |  |  |  |
| 10. Faculty   | The annual contract will be issued by the   | The secondary school will transfer funds to cover its   |  |  |  |
| contract and  | primary school as home department, and  | share of compensation. The secondary school will not  |  |  |  |
| payment   | include the title and any contractual agreements on compensation or duties                                | issue any separate letter or contract, but will coordinate as needed with the primary department on the wording |  |  |  |
|   | relating to the secondary appointment.  | of the annual contract.   |  |  |  |
|   | 1   | I   |  |  |  |
| ∦€\$one 4   |   |   |  |  |  |
| *Signatures:  | <u>*Signatures:</u> *Deans' approval is mandatory   |   |  |  |  |
| Faculty Member:   |   |   |  |  |  |
| ,   |   |   |  |  |  |
| Duimane   | Dept./Program   | Secondary Dept./Program   |  |  |  |
| rimary.   | Depta rogram  | Secondary Dept./Frogram   |  |  |  |
| Chair:  | Chair   | <b>:</b>  |  |  |  |
|   |   |   |  |  |  |
|   |   |   |  |  |  |
|   | F D   | za lo   |  |  |  |
|   | For Deans' Use O  | <u>mty</u>  |  |  |  |
| greenen en e                | PRIMARY SCHOOL & DEPT./ PROGRAM   | SECONDARY SCHOOL & DEPT. /PROGRAM   |  |  |  |
| 1. Budgetary  | The primary unit is responsible for the   | 1a. Specify the amount or percentage of salary and  |  |  |  |
| Obligations   | faculty member's total compensation at the  | fringes covered by the secondary school:  |  |  |  |
| <b>6</b>  | end of this agreement term, if either the   | 0/  |  |  |  |
|   | secondary unit or individual decline to renew. If the term is continuous, then the                        | % or \$   |  |  |  |
| Complete only if appointments are in different schools.   | specified allocation will remain in effect  | ☐ Check here if secondary school's obligation is  |  |  |  |
| are in directont sollouis.                                | until either department or the individual   | conditional (and specify conditions in <b>1b</b> )  |  |  |  |
|   | terminates the arrangement.   |   |  |  |  |
|   | <b>1b.</b> Revenue from courses taught in the secondary school are:   Credited to secondary school.       |   |  |  |  |
|   |   | Split 50%-50%.  |  |  |  |
|   |   | Used first to cover secondary school's obligation under <b>1a</b> , then  |  |  |  |
|   | school's obligation under 1a, then split 50%-50%.   |   |  |  |  |
|   |   | Other arrangement (specify).  |  |  |  |
|   |   |   |  |  |  |
| 2. Indirect Cost  | Indirect cost recovery will be: Split in proportion to the percentage of salary paid by the school.       |   |  |  |  |
| Recovery on   |   | primary school. agement (specify).  |  |  |  |
| Grants  | ☐ Other arran   | igement (specify).  |  |  |  |
| Complete only if appointments                             |   |   |  |  |  |
| are in different schools.                                 |   | ent will provide the costs of research including lab space,   |  |  |  |
|   | communications, grant management and university indirect changes.   |   |  |  |  |
|   |   |   |  |  |  |
| Signatures  |   |   |  |  |  |
| Signatures: Primary Dept./Program Secondary Dept./Program |   |   |  |  |  |
| 1 i i i i i i i i i i i i i i i i i i i                   |   | Secondary Deport rogram   |  |  |  |
| Dean:   | Date: Dean:   | Date:   |  |  |  |
| **Dearagt   |   | Date:   |  |  |  |
| **Provost:  |   | month/day/year  |  |  |  |
|   | rovost approval is required for changed title at  | monus day, you  |  |  |  |
| Associate Professor or Professor Leve                     | el, otherwise filing is for information.  |   |  |  |  |