

UNIVERSITY OF SOUTHERN CALIFORNIA  
**JOINT APPOINTMENT CHECKLIST**

**Faculty Member Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

(e.g., Associate Professor of Computer Science and Communications)

**Term of secondary appointment:** For RTPC and tenure-track faculty, a fixed term must be specified. For tenure-track faculty, the term should not exceed the maximum probationary period and is subject to non-reappointment. For tenured associate and full professors only, the term may be "continuous"; no formal renewal is then required and either the school or faculty member can terminate the secondary appointment with the Dean's office at will. Check the box to the right if the appointment is continuous and indicate the start date (but do not enter an end date).

**Start:** \_\_\_\_\_ **End:** \_\_\_\_\_  
month/day/year month/day/year

Continuous for tenured faculty only (if checked, enter the start date above but no end date).

Normally, start dates should be Aug. 16, Jan. 1, or July 1, and end dates should be either Dec. 31, May 15, or June 30.

	PRIMARY SCHOOL & DEPT./ PROGRAM	SECONDARY SCHOOL & DEPT. /PROGRAM
<b>1. School and Department</b>		
<b>2A. Teaching Load for tenured, tenure-track or instructional faculty</b>	Specify teaching load (at least 50% FTE) and/or number of courses/units:  _____ % FTE or _____ courses/units per year	Specify teaching load (up to 50% FTE maximum) and/or number of courses/units:  _____ % FTE or _____ courses/units per year  <input type="checkbox"/> Check here if teaching will be renegotiated each year
<b>2B. FTE Breakdown for research/clinical/practice faculty</b>	For research, clinical or practice faculty, specify the applicable FTE (at least 50% FTE):  _____ % FTE	For research, clinical or practice faculty, specify the applicable FTE (up to 50% FTE maximum):  _____ % FTE
<b>3. Faculty Meetings and Voting</b>	The faculty member attends meetings and votes.	Generally the faculty member does not attend or vote: Specify privileges allowed in the secondary dept./school:  Attends: <input type="checkbox"/> No <input type="checkbox"/> Yes Votes on non-personnel issues: <input type="checkbox"/> No <input type="checkbox"/> Yes Votes on personnel issues: <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>4. Merit Evaluation and Salary Review</b>	Merit evaluation is conducted by the primary department. Normally, salary increases are proposed by the primary academic unit, based on that unit's merit evaluation and review procedures. The secondary dept may conduct its own review and may forward the results to the primary department for consideration. Any other arrangement must be specified in this agreement:	
<b>5. Tenure and Promotion Reviews</b>	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:	
<b>6. Office Space and Administrative Support</b>	Office space and admin support is provided by the primary department. Any office space and administrative support provided by the secondary school/department should reflect the faculty member's participation in the secondary dept. Specify arrangements, if any, for office space/admin support in the secondary school:	

	PRIMARY SCHOOL & DEPT./ PROGRAM	SECONDARY SCHOOL & DEPT. /PROGRAM
<b>7. Service Responsibilities</b>	Major service responsibilities	Specify expectations, if any, in "Remarks" below or attach an additional piece of paper if more space is needed. Total service commitment should not exceed that expected of faculty having single appointments.
<b>8. Renegotiation</b>	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.	
<b>9. Faculty Contract and Payment</b>	The annual contract will be issued in Workday and will include the primary school as home department, and the business title. Any contractual agreements on compensation or duties relating to the secondary appointment should be included in this agreement.	The secondary school will transfer funds to cover its share of compensation. The secondary school will not issue any separate letter or contract, but will coordinate as needed with the primary department on the wording of the business title and any reappointment contract.

**Faculty Member's and Chairs' Signatures:**

Faculty Member's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
month/day/year

Chair, Primary School Dept.: \_\_\_\_\_ Date: \_\_\_\_\_  
month/day/year

Chair, Secondary School Dept.: \_\_\_\_\_ Date: \_\_\_\_\_  
month/day/year

***For Deans' Use Only***

*Complete only if appointments are in different schools.*

	PRIMARY SCHOOL & DEPT./ PROGRAM	SECONDARY SCHOOL & DEPT. /PROGRAM
<b>1. Budgetary Obligations</b>	The primary unit is responsible for the faculty member's total compensation at the end of this agreement term, if either the secondary unit or individual decline to renew. If the term is continuous, then the specified allocation will remain in effect until either school or the individual terminates the arrangement at the end of any academic year.	Specify the amount or percentage of salary and fringe covered by the secondary school:  _____ % or \$ _____ <input type="checkbox"/> Check here if secondary school's obligation is conditional (and specify conditions below)
<b>2. Teaching Revenue</b>	Revenue from courses taught in the secondary school are: <input type="checkbox"/> Credited to secondary school <input type="checkbox"/> Split _____ % primary school      _____% secondary school <input type="checkbox"/> Other arrangement (specify):	
<b>3. Indirect Cost Recovery on Grants</b>	Indirect cost recovery will be: <input type="checkbox"/> Split in proportion to the percentage of the faculty member's salary paid by the school. <input type="checkbox"/> Credited to primary school <input type="checkbox"/> Other arrangement (specify):	
<i>Unless specified otherwise, primary department will provide all resources for the costs of research, including lab space, communications, grant management, and university indirect changes.</i>		

**Remarks:** (please attach an additional sheet of paper if more space is needed)

**Deans' and Provost's Approvals:**

Dean, Primary School: \_\_\_\_\_ Date: \_\_\_\_\_  
month/day/year

Dean, Secondary School: \_\_\_\_\_ Date: \_\_\_\_\_  
month/day/year

\*\*Provost: \_\_\_\_\_ Date: \_\_\_\_\_  
month/day/year

*\*\* Provost approval is only required for cross-school appointments. The primary school dean can approve if only the primary school is involved (i.e., internal joint appointments in different departments in the primary school); please provide a copy of those joint appointments to the Provost's office for info.*