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| **INFORMATION –** Prior to finalizing the memo, please remove this section and the headers included in the body.  **PURPOSE –** Use this memo when an employee is initially hired as a **fixed-term** academic faculty member with one or more appointments that span two or more units **OR** for current academic faculty members whose **fixed-term** appointments become joint appointments after the date of initial hire. This document must accompany the offer letter for employees being offered a joint appointment as part of an initial appointment at OSU.  **Do not present this letter to the appointee or make a formal offer of employment until the terms and conditions of the offer have been approved by the Recruitment unit in University Human Resources.**  Joint appointment definition: A joint appointment is one appointment or separate appointments that span two or more units, schools, and/or colleges. At the time of the initial hire or appointment, a memorandum identifying how the promotion and/or tenure processes will be handled will be provided to the employee. Upon request to the supervisors in each of the employing units, employees whose appointments become joint appointments after the date of initial hire shall be provided with a memorandum identifying how the promotion and/or tenure processes will be handled.  *Revised: November 9 2021, University Human Resources, ELR* |

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| --- | --- |
| Date: | [DATE] |
| To: | [NAME] |
| From: | [NAME, TITLE] |
| Subject: | Fixed-Term Joint Appointment |

This memo serves to document your joint fixed-term appointment at Oregon State University as noted below, and will serve as an official record for your personnel file.

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| --- | --- | --- | --- |
| College: |  | College: |  |
| Department/School: |  | Department/School: |  |
| Rank: |  | Rank: |  |
| Position Number: |  | Position Number: |  |
| FTE: |  | FTE: |  |
| Appointment Basis: | [9-month / 12-month] | Appointment Basis: | [9-month / 12-month] |
| Supervisor: |  | Supervisor: |  |
| Promotion Date\*: |  | Promotion Date\*: |  |

*\*estimated date of eligibility*

Your promotion review unit is [DEPT]. The head of this unit will provide you with instructions for preparing your dossier. This information will be provided no later than the end of the Spring prior occurring in the year in which you will be eligible to request a promotion review.

**[Promotion Eligibility - Select the Most Applicable Paragraph]**

*[Use when FTE for eligibility WILL NOT be combined]*

The years of service and FTE from each position will not be combined when determining promotion eligibility. Each position must individually meet the promotion eligibility criteria in order to be considered for promotion. The promotion process will require a dossier for each position.

*[Use when FTE for eligibility WILL be combined]*

The years of service and FTE from both positions will be combined when determining promotion eligibility.

**[Evaluations and Promotion Review - Select the Most Applicable Paragraph]**

*[Use for multiple departments in one college]*

Your regular evaluations and review for promotion in both positions will be completed jointly by both departments/schools. Promotion will require one dossier that addresses both positions. In the case where the departmental decisions are not unanimous, you will be evaluated/reviewed by the dean, who is responsible for the final decision.

*[Use for multiple departments in two colleges]*

Your regular evaluations and review for promotion in both positions will be completed jointly by both departments/schools. Promotion will require a dossier for each position. In the case where the departmental decisions are not unanimous, you will be evaluated/reviewed by both deans, who are responsible for a collective final decision.

**[Additional College/Unit-Specific Considerations]**

[As applicable, add information about other considerations in this section, including, but not limited to space allocation, teaching and advising, funding sources for appointment, start-up funds, salary savings, returned overhead, etc.]

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_  [Department/School Head] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_  [Department/School Head] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_  [Dean]  College of [NAME] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_  [Dean]  College of [NAME] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

I understand and accept the conditions stated above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date

CC: UHR Recruitment, Academic HR Officer