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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 **tenure-track/tenured** academic faculty member with one or more appointments that span two or more units **OR** for current academic faculty members whose appointments become joint appointments after the date of initial hire. This document **must** accompany the offer letter when offering a joint tenure commitment. **Do not use this template when there’s ONLY a joint funding commitment.****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: | [Tenure-Track/Tenured] Joint Appointment |

This memo serves to document your joint appointment as [tenure-track/tenured] [Assistant Professor/Associate Professor/Professor] on a [9/12]-month basis at Oregon State University. You will hold one appointment. This document will serve as an official record for your personnel file.

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| --- | --- | --- | --- |
| College: |  | College: |  |
| Department/School: |  | Department/School: |  |
| Appointment Percentage: |  | Appointment Percentage: |  |

Your academic and tenure home will be in the [Department/School Name] at \_\_\_ FTE, and your supervisor of record will be [NAME, Title].

Your regular evaluations and review for promotion and/or tenure will be completed jointly by both colleges. In the case where the college decisions are not unanimous, you will be evaluated by your academic and tenure home dean whose decision will be final.

**[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