

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 Agriculture and Astronomy)

Term of secondary appointment:

For Assistant or Associate Professors, a fixed term must be specified. For faculty without tenure, the term should not exceed the maximum probationary period, and is subject to non-reappointment. For full Professors only, the term may be "continuous"; no formal renewal is then required and either department or the faculty member can terminate the arrangement at will. Check if continuous and indicate the start date.

From: _____ **To:** _____
month/day/year month/day/year

☐ Continuous

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 Load	Specify teaching load (at least half-time) : <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">%</div> <div>or</div> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">course(s)/units per year</div> </div>	Specify teaching load (up to half-time) : <input type="checkbox"/> Check here if teaching will be renegotiated each year. <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">%</div> <div>or</div> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">course(s)/units per year</div> </div>
3. Faculty Meetings and Voting	The faculty member attends meetings and votes.	Specify arrangements. Generally the faculty member will neither attend nor vote: 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
4. Merit Evaluation and Salary 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 Promotion 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 Responsibilities	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/ Dissertation Comm.	Faculty member is considered 'internal'.	
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 contract and payment	The annual contract will be issued by the primary school as home department, and include the title and any contractual agreements on compensation or duties relating to the secondary appointment.	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 annual contract.

***Signatures:**

***Deans' approval is mandatory**

Faculty Member: _____

Primary Dept./Program

Secondary Dept./Program

Chair: _____

Chair: _____

For Deans' Use Only

	PRIMARY SCHOOL & DEPT./ PROGRAM	SECONDARY SCHOOL & DEPT. /PROGRAM
1. Budgetary Obligations Complete only if appointments are in different schools.	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 department or the individual terminates the arrangement.	1a. Specify the amount or percentage of salary and fringes covered by the secondary school: <div style="display: flex; align-items: center; gap: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">%</div> <div>or</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">\$</div> </div> <input type="checkbox"/> Check here if secondary school's obligation is conditional (and specify conditions in 1b)
		1b. Revenue from courses taught in the secondary school are: <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> Credited to secondary school. <input type="checkbox"/> Split 50%-50%. <input type="checkbox"/> Used first to cover secondary school's obligation under 1a, then split 50%-50%. <input type="checkbox"/> Other arrangement (specify). </div>
2. Indirect Cost Recovery on Grants Complete only if appointments are in different schools.	Indirect cost recovery will be: <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> Split in proportion to the percentage of salary paid by the school. <input type="checkbox"/> Credited to primary school. <input type="checkbox"/> Other arrangement (specify). </div>	Unless specified otherwise, primary department will provide the costs of research including lab space, communications, grant management and university indirect changes.

Signatures:

Primary Dept./Program

Secondary Dept./Program

Dean: _____ **Date:** _____

Dean: _____ **Date:** _____

****Provost:** _____

Date: _____
month/day/year

****File copy with Provost's office. Provost approval is required for changed title at Associate Professor or Professor Level, otherwise filing is for information.**