

Name _____ Soc. Sec. # _____ Date _____ Position # _____

LAST, FIRST MIDDLE

Appointment Basis: Academic Year or Annual Year

Appointment Status - Check one in each box:

Position/Rank 1 _____
Position/Rank 2 _____
Position/Rank 3 _____
Title 1** _____
Title 2** _____

- Faculty
 Librarian
 MSU
 NSCL
 Specialist
 Other

- with tenure
 tenure system prob
 with continuing
 continuing system
 fixed term
 rolling fixed term
 contract
 rolling contract

Percent time employed _____ % (in all departments involved)

- New appointee
 Presently appointed in the department/unit of _____

Individual is to be:

- Jointly appointed to the department(s)/unit(s) listed below
 Temporarily transferred to the department(s)/unit(s) listed below from _____ to _____

Upon completion of above appointment, transfer or overseas assignment the appointment will revert to the department/unit of :

RESPONSIBILITY AND FINAL DECISION FOR ANNUAL SALARY INCREASE, PROMOTION, TENURE DETERMINATION AND ELIGIBILITY FOR LEAVE TO REST WITH THE DEPARTMENT (UNIT) OF _____

OTHER CONDITIONS (Include research support, space and travel requirements, etc., or exceptions to the above conditions. Duties and responsibilities of the individual are to be described on the reverse side.)

*PRIMARY

SECONDARY

OTHER

OTHER

Table with 4 columns: *PRIMARY, SECONDARY, OTHER, OTHER. Rows include Department (Unit), % Dept Gen Fund, Account Number, % Other Funds, Account Number, Total % this Dept.

Granted Voting Rights:

Department _____
College _____
University _____

Approved:

Primary Chairperson/Director Signature Date Second Chairperson/Director Signature Date Other Chairperson/Director Signature Date

Primary Dean/Adm. Head Signature Date Second Dean/Adm. Head Signature Date Other Dean/Adm. Head Signature Date

*The department (unit) providing the major share of the budgetary support shall be designated as the primary administrative unit.

INSTRUCTIONS - See Reverse Side

INSTRUCTIONS

This form serves as a memorandum of agreement between Deans, Directors, Chairpersons and the individual on the conditions of multiple appointments.

It is intended to detail the conditions of appointment for those individuals who:

1. receive financial support from two or more administrative units or
2. transfer completely to another administrative unit on a temporary basis.

This form is not to be used for clinical or adjunct appointments.

Equal sharing of support (i.e. 50% — 50% or $\frac{1}{3}$ — $\frac{1}{3}$ — $\frac{1}{3}$) is to be avoided. Likewise, administrative units should not support individuals at a level less than 10%.

Completed copies should be supplied to all individuals concerned. In addition, one copy should be attached to the appropriate form e.g., Change of Status, Appointment, Reappointment.

In the absence of other agreements, support of leaves for joint appointees can be determined by use of the following formula. Administrative units' share of leave support is equal to:

(Years in unit of last six) x (average % of employment when in unit last six years) x (proposed rate of pay).

Primary Department: Department of _____ College _____

% time this department _____

Duties and responsibilities _____

Secondary Department: Department of _____ College _____

% time this department _____

Duties and responsibilities _____

Other Department: Department of _____ College _____

% time this department _____

Duties and responsibilities _____
