APPENDIX A: CHECKLIST FOR SHARED APPOINTMENTS

DATE:							
CAND	IDATE:						
TITLE	:						
PRIMA	ARY DEPARTMENT:						
SECON	NDARY DEPARTMENT:						
	TEACHING LOAD Please use percentages for workload and credit hours.						
1.	-	percentages					
	Primary Unit:		Fall:	Spring:			
	Secondary Unit:		Fall:	Spring:			
	Percent of Credit Hours:		Primary:	Secondary:			
2.	2. BUDGETARY OBLIGATIONS Please use percentages.						
	Primary Unit: Responsible for		% of Line				
	Secondary Unit: Responsible for		% of Line				
3.	. FACULTY MEETINGS AND VOTING						
5.	Primary Unit:						
	Attending Meetings?	Yes	No				
	Vote?	Yes	No				
	vote.	105					
	Secondary Unit:						
	Attending Meetings?	Yes	No				
	Vote?	Yes	No				
4.	RESEARCH RESPONSIBILIT	r workload, awards and grants.					
	Primary Unit: Secondary Unit:						
	Distribution of Credits for Awards:						
	Indirect Cost Recovery on Grants:						
	Primary unit will receive		%. Secondary u	nit will receive	%.		
5.	ADMINISTRATIVE LOAD Please use percentages, if applicable.						
5.	Primary Unit: Secondary Unit:						
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6.	TENURE/CONTINUING STA	ATUS HO	ME:				

7. SERVICE RESPONSIBILITIES Please use percentages.

8. PEER EVALUATIONS

Committee will be composed of the peer review committee from the primary unit and at least one member of the secondary unit.

Evaluation criteria Please use percentages for teaching, research, and service.

Primary Unit:	Teaching	Research	Service
Secondary Unit:	Teaching	Research	Service

9. PROBATIONARY, TENURE/CONTINUING STATUS AND PROMOTION REVIEWS

Tenure/continuing status is held in the primary academic unit. Review committees will be composed of members of the tenure/continuing status and promotion committee of the primary unit and at least one member of the secondary unit. A single dossier will be forwarded to the dean.

10. OFFICE SPACE AND ADMINISTRATIVE SUPPORT:

Office is provided by the primary unit or secondary unit.

Administrative support is provided by the primary unit or secondary unit.

Travel funds are provided by the primary unit or secondary unit. Normally \$ are provided in travel funds. Travel funds typically are for the following purposes:

11. ADDITIONAL CONSIDERATIONS

SIGNATURES – PRIMARY UNIT

Signature, Department Head

Print Name

Date

SIGNATURES - SECONDARY UNIT

Signature, Department Head

Print Name

Date