

APPENDIX A: CHECKLIST FOR SHARED APPOINTMENTS

DATE:
CANDIDATE:
TITLE:
PRIMARY DEPARTMENT:
SECONDARY DEPARTMENT:

1. DISTRIBUTION OF WORKLOAD % BY DEPARTMENT (FOR ALL FACULTY TRACKS):

	Primary Unit	Secondary Unit	
Teaching %			Percent of Credit Hours Primary: Secondary:
Research, Scholarship, and Creative Activity %			Distribution of Credits for Awards: Primary: Secondary:
Service % <i>Internal and External</i>			
Administrative Service %			
Clinical Service %			
Extension Service %			
Other Professional Activities %			

**2. PROBATIONARY, TENURE/CONTINUING STATUS AND PROMOTION REVIEWS
(THIS SECTION IS NOT-APPLICABLE FOR CAREER TRACK FACULTY)**

Tenure/continuing status is reviewed 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.

3. ADDITIONAL CONSIDERATIONS

SIGNATURES – PRIMARY UNIT

DEPARTMENT HEAD'S SIGNATURE

PRINT NAME

DATE

SIGNATURES – SECONDARY UNIT

DEPARTMENT HEAD'S SIGNATURE

PRINT NAME

DATE