**Joint Academic Appointment**

**University of Idaho**

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| --- | --- | --- | --- | --- | --- |
| Original Request Date: |  | **OR** Change Request Date | |  | |
| Contact Person: |  | | Contact Email: | |  |

**Original Joint Hiring Appointment:**

Complete this section only when initially hiring a faculty member for a joint appointment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For--Faculty Name: | | |  | | | | | | | | | | | | | V#: | |  | | |
| AY contract |  | FY contract | | | | |  |  | | | | | | | | | | | | |
| Rank: | | | |  | | | | | | | | Rank type: | | |  | | | | | |
| Tenure track | | | |  | OR non-tenure track | | | | |  |  | | | | | | | | | |
| Hiring Proposal Number: | | | | |  | | | | | | | | | | | | | | | |
| Home academic department: | | | | | |  | | | | | | | | | | | | | FTE: |  |
| Joint academic department: | | | | | |  | | | | | | | | | | | | | FTE: |  |
| Current Base Faculty Salary: | | | | | | | | | $ | | | | Stipend Amount (if applicable): | | | | $ | | | |
| Budgets (add more rows if necessary) | | | | | | | | |  | | | | |  | | | | | | |
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**Change to Existing Joint Hiring Appointment:**

Complete this section only when making changes or requesting a joint appointment for an existing employee

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| For--Faculty Name: | | |  | | | | | | | | | | | | | | | | | | V#: | |  | |
| AY contract |  | FY contract | | | |  | |  | | | | | | | | | | | | | | | | |
| Rank: | | | |  | | | | | | | | | | | Rank type: | | | |  | | | | | |
| Tenure track | | | |  | OR non-tenure track | | | | | |  |  | | | | | | | | | | | | |
| Requesting a joint appointment 1st time: | | | | | | | | | | Yes: | | |  | No: | |  |  | | | | | | | |
| This is a change in the existing joint appointment: | | | | | | | | | | Yes: | | |  | No: | |  |  | | | | | | | |
| Current home academic department: | | | | | | |  | | | | | | | | | | | | | Current FTE: | | | |  |
| Current Joint Department if exists: | | | | | | |  | | | | | | | | | | | | | Current FTE: | | | |  |
| New academic department: | | | | | | |  | | | | | | | | | | | | | New FTE: | | | |  |
| Joint academic department: | | | | | | |  | | | | | | | | | | | | | New FTE: | | | |  |
| Current Base Faculty Salary: | | | | | | | | | $ | | | | | | | Stipend Amount (if applicable): | | | | | | $ | | |
| Budgets (add more rows if necessary) | | | | | | | | |  | | | | | | | | |  | | | | | | |
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Complete the questions on the following pages

1. Terms and termination of the appointment (fiscal year/academic year, duration of   
 joint appointment, notice required for termination, etc.) (contracts cannot exceed one year under Board policy):

2. Distribution of workload (attach position description, which should include   
 information from both participating departments):

|  |  |
| --- | --- |
| Home Academic Department | Joint Academic Department |
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3. Office location, access to instructional support materials, administrative and   
 research support:

4. Explanation of how evaluation and review will be conducted for the following, as  
applicable: annual review, third-year review, tenure, promotion, etc., according to Faculty Staff Handbook 3320; salary increases from Change in Employee Compensation [CEC]/other. Include information regarding Employee’s primary academic discipline and voting rights in each department, consistent with college and departmental by-laws:

5. How revenues and indirect costs will be managed if generated by a joint appointee with an externally funded grant (consult with Office of Sponsored Programs):

6. Faculty salary/benefits (how allocated between units, including budget numbers,   
 source of funding, and total salary):

7. Other terms/conditions:

|  |  |  |
| --- | --- | --- |
| Faculty Member |  | Date |
| Home Unit Chair/Director |  | Date |
| Home Unit Dean |  | Date |
| Joint Unit Chair/Director |  | Date |
| Joint Unit Dean |  | Date |
| Provost and Executive Vice President |  | Date |