

**Memorandum of Understanding – 3 INTERNAL CROSS APPOINTMENTS FOR
FACULTY MEMBERS**

The Association and the University agree that there are occasions which justify the making of special forms of academic appointment. This Memorandum of Understanding will describe some such appointments which may be made at the University. If mutually agreeable, it may be renewed or modified. If neither renewal nor modification is mutually agreeable, appointments made under the auspices of this Memorandum shall not be eligible for renewal.

- A. Where sound academic reasons exist, a faculty member may receive a subsequent appointment in the University such that they hold concomitant appointments in two Departments/Schools.

A faculty member must consent in writing to such an appointment. The document of consent shall take the form of a Cross Appointment letter provided by the Vice-Provost, Faculty Affairs. This letter shall specify the Department/School into which the individual was originally hired in which the faculty member holds residual rights and to which they would return on a full-time basis should the need for the cross appointment change. This offer shall be based on discussions among the faculty member (who may be accompanied by a representative of the Association) and the Chairs/Directors, and recommended by the DHC of the receiving Department/School in consultation with the members of the Department/School, the results of which require the approval of the Dean(s) and Vice-Provost, Faculty Affairs. The discussions must result in agreement among all participants on at least the following matters:

1. the division of academic work between the two Departments/Schools;
2. that the appointment not exceed a period of five years but which could be renewed by the process described in A. above;
3. procedures for assessing the faculty member for tenure, promotion and merit increments which procedures must adhere to the terms and conditions for such matters as specified in the Agreement; and,
4. the degree of involvement in Department/School Council and Committee affairs in both Departments/Schools.

- B. Following agreement on the matters described in A. above and on any other matters required in the Cross Appointment such as office space and access to support staff, equipment and supplies in each Department/School, the Vice-Provost, Faculty Affairs shall offer formally in writing to the faculty member a Cross Appointment according to the terms and conditions agreed to. The faculty member shall indicate their consent by signing the Vice-Provost, Faculty Affairs', offer.

- C. Copies of the signed offer shall be forwarded to the Provost and Vice President, Academic, the Dean(s), the Chairs/Directors and the Association.
- D. The faculty members' Performance and Conduct File shall be maintained by the Chair/Director of the Department/School of primary appointment.