**MEMORANDUM OF UNDERSTANDING**

**Administrative Faculty Appointment Agreement for**

<Enter Faculty Name Here>

**This agreement is to be used for administrative faculty as defined in the KSU Faculty Handbook, Section 1.1.**

* 1. **Units involved in the administrative faculty appointment.**

**Administrative Department of the administrative faculty appointee.**

<Enter Administrative Department of the Applicant>

**Academic Home Department of the administrative faculty appointee.**

<Enter Academic Home Department of the Applicant>

**Academic Home College of the administrative faculty appointee.**

<Enter Academic Home College of the Applicant>

* 1. **Terms of the appointment.**

The term of this administrative faculty appointment is <Enter Term(s) Here>.

* 1. **Tenure status of the appointee for the administrative faculty appointment (e.g., tenured, tenure track, or non-tenure track).**

<Enter Tenure Status Here>

* 1. **Rank or title of the appointee for the administrative faculty appointment.**

<Enter Rank/Title of Applicant Here>

* 1. **Workload distribution between the two units and whether this is for the duration of the administrative faculty appointment or up for review at designated times; if the latter, state the times in the details of each workload distribution.**

<##>% Administrative Department <##>% Academic Home Department

Teaching: ­­­­­<##>%

<Enter details of teaching workload here.>

Service: <##>%

<Enter details of service workload here. Service workload includes administrative duties.>

Research and Creative Activity: <##>%

<Enter details of research/creative activity workload here.>

* 1. **Eligibility criteria and expectations regarding membership on unit level committees.**

<Enter eligibility criteria and expectations here.>

* 1. **Administrative faculty appointee’s office location, access to instructional support materials, secretarial support, and research support.**

<Enter office location and allotted resources here.>

* 1. **Method in which the Academic Home Department will modify their evaluation and review processes for annual review, tenure, promotion, and post-tenure review as applicable to be inclusive of the Administrative Department’s input on performance.**

<Enter any evaluation modifications here.>

* 1. **Mechanisms by which applicable revenues are managed if generated by an administrative faculty appointee with an externally funded grant.**

<Enter revenue management mechanisms here.>

* 1. **Process for modifying the administrative faculty appointment agreement.**

Administrative appointments are at the pleasure of the administrative supervisor. Any modification of the administrative faculty appointment agreement must be approved by Director of the Administrative Department and Chair of the Academic Home Department in consultation with the faculty member and approved by the Dean of the Academic Home College and the Provost.

Faculty Member Date

Department Head (Administrative Department) Date

Department Chair (Academic Home Department) Date

Dean (Academic Home College) Date

Provost Date

**Policies and considerations for Administrative Faculty Memorandum of Understanding**

*The following text is meant to inform in the completion of the above form and should not be considered part of the MOU.*

**a. Administrative Department of the administrative faculty appointment.**

The Administrative Department will have the lead responsibility in the management of personnel issues and coordination of annual performance evaluations. The Administrative Department will negotiate procedures for the Academic Home Department to be involved in the annual evaluation of the faculty member given that annual evaluations are relevant to tenure and promotion reviews. Often, but not always, the Administrative Department will be the unit with the higher workload fraction. As a general guide, the designated Academic Home Department should also be the department that is most relevant to the individual’s discipline/expertise area, inclusive of the area of intellectual/creative pursuits, and that which the individual feels the closest identity.

**a. Academic Home Department of the administrative faculty appointment.**

The Academic Home Department will have the lead responsibility in the management of tenure and promotions in rank reviews as may be applicable for the particular individual. For tenure-track or tenured faculty, the commitment of tenure and rank will be within the Academic Home Department. For non-tenure track faculty, the commitment of rank will be within the Academic Home Department.

**a. Academic Home College of the administrative faculty appointment.**

The Academic Home Department is a unit within the Academic Home College. The Academic Home College will have the lead responsibility in the management of appeals for tenure and promotions in rank reviews as may be applicable for the particular individual.

**e. Workload distribution between the two units and whether this is for the duration of the administrative faculty appointment or up for review at designated times; if the latter, state the times.**

Workload distribution: The final percentage breakdown of teaching, service, and research and creative activity workload will be determined by the Department Head of the Administrative Department, in consultation with the Chair of the Academic Home Department. As needs arise, reassignments may be negotiated with the Department Head of the Administrative Department, Chair of the Academic Home Department, Dean of the Academic Home College, and/or the Senior AVP for Academic Affairs. This workload description should be reflected in the annual Faculty Performance Agreement (FPA) and Annual Review Documents (ARD).

Teaching

Because of the nature of the job to be performed, the appointment might include teaching one course per year in the Academic Home Department.

Service

As administrative faculty, most of the workload for this position is service. The primary service requirement for the position will be in the Administrative Department. Most of the service will be university-wide, but some service in the Academic Home Department may be desirable. Therefore, in addition to service to the Administrative Department, the administrative faculty appointee is eligible for membership on committees in the Academic Home Department, compatible with university guidelines related to committee memberships. Pursuant to university guidelines, there are some committees, however, in which administrative faculty appointees are not eligible for membership. For instance, administrative faculty appointees are not eligible to serve on Promotion and Tenure Committees, on the Faculty Senate, or on the Department and College Faculty Councils.

Research and Creative Activity

As both units are committed to the professional success of the administrative faculty appointee, the appointee is encouraged and allowed to pursue the scholarship necessary for tenure and/or promotion, as detailed in the university, college, and department guidelines of the Academic Home.

**f. Eligibility criteria and expectations regarding membership on unit level committees.**

In addition to service to the Administrative Department, the administrative faculty appointee may be eligible for membership on committees in the Academic Home Department, compatible with university guidelines. Notwithstanding the foregoing, administrative faculty are not eligible to serve as teaching faculty on department, college, or university promotion and tenure committees nor on the Faculty Senate. If serving on a committee or the Faculty Senate as a teaching faculty at the time of appointment to an administrative position, the faculty member will be replaced in accordance with procedures outlined in department, college, and/or university guidelines. Administrative faculty are not eligible to be considered for any teaching faculty awards.

Office assignments will be provided in the Administrative Department. Support services can come from either unit, consistent with the work being performed. For example, support and materials for teaching in the Academic Home Department should come from the Academic Home Department’s support service. Research support can be provided from both the Administrative Department and Academic Home Department, depending on the nature of the research and the expectations outlined in the FPA/ARD documents. This could include such items as travel, lab costs, and graduate research assistants.

**h. Method in which the Academic Home Department will modify their evaluation and review processes for annual review, tenure, promotion, and post-tenure review as applicable to be inclusive of the Administrative Department’s input on performance.**

While the Department Head of the Administrative Department is responsible for FPAs, ARDs, and merit raises, the Chair of the Academic Home Department will provide an evaluation pertaining to the workload performed in the Academic Home Department to be included in the ARD and FPA documents. For third-year/pre-tenure, tenure, and promotion reviews, those processes will be coordinated by the Academic Home Department. When reviewing administrative faculty appointees, review committee members will follow departmental tenure and promotion guidelines from the Academic Home Department.

The responsibility of conducting tenure and promotion review of jointly appointed faculty lies with the Academic Home Department. However, as in the annual evaluation process, the Administrative Department must have equitable opportunity for input during the review. Accommodations must be made in the Academic Home Department’s processes (e.g., peer review committee structures, administrative review formats, etc.), which will provide appropriate representation of the Administrative Department’s collegial peer and administrative involvement. Thus, it is expected that college-level and university-level administrators will have an MOU that allows their current supervisor to have input at the “Department Chair” level of review.

In consideration of these policies and expectations, the Department Head of the Administrative Department, will provide a statement to be included in the Chair letter, but the final recommendation will be the prerogative of the Chair of the Academic Home Department. Accommodations will be made by the Academic Home Department to allow for this input within the timeframe and deadline established by University for the Chair review.

The faculty member agrees that the Department Chair of the Academic Home Department will copy and share with the Department Head of the Administrative Department all documents pertaining to annual, third-year/pre-tenure, tenure & promotion, and/or post-tenure reviews, including student evaluations.

For the purposes of post-tenure review, the clock is stopped for the duration of the appointment in the Administrative Department.

**i. Mechanisms by which applicable revenues are managed if generated by an administrative faculty appointee with an externally funded grant.**

Any indirects that accrue as a result of an externally funded grant will be shared by the Academic Home Department and Administrative Department on a split to be decided at the application stage for each grant, depending on the nature of the research to be conducted and the time involved.