

**Office of the Provost  
Guidelines on Secondary Appointments**

**I. PURPOSE AND APPLICABILITY**

These guidelines aim to establish consistent and transparent nomenclature and structure for all secondary academic appointments across schools, colleges, institutes, and centers at the University of Connecticut. The term “secondary appointment” refers to a faculty member’s defined relationship with an academic department outside of, or in addition to, the home department. Secondary appointment is distinctly different from an administrative work assignment, in which a faculty member is appointed to an administrative position; this in turn temporarily redefines the scope of effort, time, and pay of the faculty member’s position. These guidelines do not address administrative work assignments, but rather focus specifically on secondary academic appointments. The term “department” herein refers to any departmental unit at the university, including academic home, center, and institute.

Through these guidelines, the Office of the Provost aims to accomplish the following:

- Define various types of secondary appointments
- Provide specific criteria for academic departments to consider when collaboratively developing secondary appointments
- Establish transparent expectations and standards for faculty and departments engaged in a secondary appointment as they relate to work duties, promotion, tenure, and reappointment (PTR), merit, and formal governance
- Facilitate interdisciplinary relationships in teaching, research, and outreach

**II. GUIDELINES**

**Secondary Appointment Types and Criteria**

The table in Appendix A details the various types of secondary appointment (Joint, Affiliate, and Courtesy). The table includes descriptions, faculty and department rights and responsibilities, and examples.

**Establishing a Secondary Appointment**

Departments may establish a secondary appointment during the recruiting/hiring of a faculty member, or after hire. To establish a joint or affiliate appointment either within a school/college or across schools/colleges, institutes, or centers, a Memorandum of Agreement (MOA) must be developed and signed by all parties. When established during recruitment/hiring, language about the joint or affiliate appointment may be in the offer letter; however, the MOA serves as the formal agreement.

An MOA is required for joint and affiliate appointments. Template language for MOAs can be found in Appendix B of these guidelines.

An MOA is not required to establish a courtesy appointment.

### **Approval of Secondary Appointments**

An MOA established within a school/college must be signed by the Dean. An MOA across Schools/Colleges should be signed by both Deans. In the case of an MOA with a center or institute that does not fall within a school or college, the MOA should be signed by the center/institute Director.

#### **III. IMPLEMENTATION**

These guidelines are for all secondary appointments within and across schools, colleges, institutes and centers established after January 1, 2020.

All secondary appointments established before January 1, 2020 are not required to adhere to this guidance. However, in all cases where an existing appointment meets the criteria defined herein as a “joint” appointment, deans’ offices should make reasonable efforts to ensure appropriate documentation exists detailing the terms and expectations of the existing joint appointment. Any dispute between parties involved in a secondary appointment can be resolved by Deans of the respective schools/colleges and the Office of the Provost, if necessary.

#### **IV. QUESTIONS**

Please direct any questions to the Office of the Provost at [provost.uconn.edu](mailto:provost.uconn.edu).

## Appendix A: Structure of Secondary Appointments

Type	Defining Criteria: PTR, Merit, Formal Rights & Responsibilities	MOA	Examples
Joint	<ul style="list-style-type: none"> <li>Formal PTR involvement from secondary department. Recommendation from secondary department is required. Primary department makes final recommendation.</li> <li>Formal Merit involvement from secondary department. Recommendation from secondary department is required. Primary department makes final recommendation.</li> <li>Formal rights and responsibilities in secondary department, as defined by department governance documents.</li> <li>Requires periodic review of appointment terms in MOA.</li> </ul>	Required; see "Joint" template language in Appendix B	<ul style="list-style-type: none"> <li>Primary appointment in History with secondary appointment in El Instituto that includes formal rights and responsibilities.</li> <li>Primary appointment in Physics with secondary appointment in Institute for Materials Science.</li> </ul>
Affiliate	<ul style="list-style-type: none"> <li>No formal PTR involvement from secondary department. Recommendation from secondary department is voluntary, not required.</li> <li>No formal merit involvement from secondary department. Recommendation from secondary department is voluntary, not required.</li> <li>No formal rights and responsibilities in secondary department. All formal rights and responsibilities remain in home department.</li> <li>Requires periodic review of appointment terms in MOA.</li> <li>All involvement with the secondary department is voluntary and subject to approval of all parties involved; appointment may conclude at any time at the request of the faculty member, home, or secondary department.</li> </ul>	Required; see "Affiliate" template language in Appendix B	<ul style="list-style-type: none"> <li>Primary appointment in Department of Civil Engineering with participation in workshops, research projects, student advising, and presentations in CESE.</li> <li>Primary appointment in Art and Art History with occasional teaching in Women's, Gender, and Sexuality Studies.</li> </ul>
Courtesy	<ul style="list-style-type: none"> <li>Gratis appointment to external affiliate (non-employee), or university employee with no formal academic appointment.</li> <li>No employment contract with the University for the effort associated with this title, therefore does not carry formal rights or responsibilities.</li> <li>Requires periodic review.</li> <li>All involvement is voluntary and gratis (no pay).</li> </ul>	Not required	<ul style="list-style-type: none"> <li>Chief executive at corporation in Hartford with occasional participation in workshops or presentations in academic department.</li> <li>Chief technology officer at UConn with occasional participation in workshops or presentations in academic department.</li> </ul>

## **Appendix B: Memorandum of Agreement (MOA) Template**

Where joint or affiliate appointments are to be established, a Memorandum of Agreement (MOA) must be prepared in line with guidance from the Provost's Office (see *Office of the Provost; Guidelines on Secondary Appointments*). This document must be used as the basis for a clean copy that can be reviewed and signed by relevant parties. Units may expand this MOU as necessary to include all relevant details. Both deans must sign an MOA established across schools and colleges. In the case of an MOA with a center or institute that does not fall within a school or college, the center/institute director must sign the MOA. Appointments between two departments within a single school or college still require an MOA signed by the dean.

### **Affiliate Appointments**

This Memorandum of Agreement establishes an affiliate appointment for [Name] with [Department 2].

[Name] has a primary appointment in [Department 1] and all involvement with [Department 2] is voluntary and by invitation and mutual agreement by both departments. This may include advising, guest lectures, participation in programmatic discussion, etc.

[Name] will have no participation in governance of [Department 2]; they have no formal rights or responsibilities in [Department 2].

This Memorandum of Agreement is for a period of [x] years, through [insert date], at which time it will be reviewed.

### **Joint Appointments**

#### **I. DEPARTMENTS ESTABLISHING THE APPOINTMENT**

This Memorandum of Agreement establishes a joint appointment for [Name] between [Department 1] and [Department 2].

[Department 1] will be the primary [Department] for this appointment and [Department 2] will be the secondary [Department] for this appointment.

This Memorandum of Agreement is for a period of [x] years, through [insert date], at which time it will be reviewed. [Department 1] takes responsibility to initiate the review process and to renew the MOA as appropriate. In the absence of a formal renewal, the terms of this MOA will continue to be in effect until a new MOA has been established.

#### **II. BUDGET AND RESOURCE ALLOCATION**

[Department 1] will cover [x]% of the cost of the appointment and [Department 2] will cover [x]% of the cost. All future increases will be shared proportionally between these two Departments. [*One of these percentages can be zero.*]

[Department 1] will provide an office for [Name] and [other resources as appropriate, including lab space if relevant]. [Department 2] will provide [describe the nature of office space, labs, and other resources as appropriate].

### **III. PROMOTION, TENURE, REAPPOINTMENT, AND SALARY INCREASES**

[Department 1] will serve as the primary home for the purposes of promotion, tenure, and reappointment and will manage the PTR process following college and university guidelines.

The Department [or other Department] Heads of [Department 1] and [Department 2] shall consult regularly regarding the progress of [Name] toward promotion, tenure, or reappointment and will consult during the process of any regular evaluation, including that for merit. Mentoring for PTR will be a joint responsibility of the Department Heads [or Director] in [Department 1] and [Department 2].

At the time of evaluation for promotion, tenure, or reappointment the Head/Director of [Department 2] will provide a letter with formal evaluation of [name]. This letter from [Department 2] will include an evaluation of the roles specified in this MOA and their scholarship relevant to the field of [Department 2]. [Department 1] will be the only Department to vote on tenure, promotion, or reappointment for [name].

[Department 1] will provide the formal evaluation and recommendation for merit, but is required to solicit information from [Department 2] regarding relevant scholarship, teaching, and service activities in [Department 2] in inform such recommendation. [Department 1] will make the official recommendation of merit award based on the home department's established merit criteria. Merit will be administered in compliance with Article 25 of the AAUP collective bargaining agreement.

[Department 1] will recommend and administer all other types of salary increases, such as retention or compression/inversion, with input and in collaboration with [Department 2].

### **IV. CONTRIBUTIONS TO EACH DEPARTMENT**

[Name] shall be expected, over time, to provide [x]% of their service to [Department 1] and [x]% of their time to [Department 2], as measured in time expended. Specific service duties to [Department 1] shall include [insert duties, including teaching load if applicable]. Specific duties to [Department 2] shall include [insert duties, including teaching load if applicable].

Heads of [Department 1] and [Department 2] are jointly responsible for insuring that the total service expected of [Name] is in line with departmental and college/school norms.

### **V. COMMUNICATION BETWEEN DEPARTMENTS**

Heads of [Department 1] and [Department 2] are expected to communicate regularly about [Name] where relevant to promotion, tenure, reappointment, merit, or any other relevant evaluation processes.

In the case of disputes about this joint appointment, the two Departments will work to try and reach agreement. Any continued disputes, including potential changes to this agreement, can be resolved by Deans of the relevant schools and colleges and the Office of the Provost, if necessary.