

APPOINTMENT OF A JOINT MEMBER

Renewal:
New Appointment:

"A joint appointment reflects the active and substantial involvement of an employee in the academic activities in more than one unit. An employee with an academic appointment in one academic unit may be given a joint appointment in another academic unit. ..." [Article 13.9.1] In the case of a new hire, where the intention is a Joint Appointment, there needs to be representation from both departments on the search committee. (Article 13.9.2 & 13.5.1.14)

Name			
Rank		Employee ID	
Primary Unit: (tenured/tenurable)	Department:		College:
Secondary Unit: (Proposed Department or College for Joint Membership)			
Period of Joint Membership: from _____ to _____ (normally not less than 3 years or more than 5 years)			
OR Joint Membership Made Upon Initial Appointment <input type="checkbox"/>			
Percentage Split between Primary/Secondary Units _____			

COVERING AGREEMENT

Per Article 13.9.4.1, the employee may request the assistance of a representative of the Association in the drafting of the agreement.

Purposes of Joint Membership (Article 13.9.1):

Assigned Duties in Secondary Unit (*see note below):

Mechanism Used to Ensure Fairness in Assignment of Duties in Secondary Unit (13.9.4.1 (ii)):

Extent of Participation in Collegial Processes of Secondary Unit (13.9.4.1 (iv)) (*Note restrictions in Article 13.9.5):

Collegial Processes by which Assessment for Tenure, Renewal of Probation, Promotion, Salary Review and Sabbatical leave Entitlement are to be Determined (13.9.4.1(iii)):

Have Duties in Primary Unit Been Altered Because of This Appointment? If so, describe. (If the duties in the Secondary Unit are extensive, it may be desirable to list fully the duties in the Primary Unit.)

Mechanism for Consultation Between the Academic Unit Heads to Resolve Any Issues Associated With the Assignment of Duties or Assessment Through the Collegial Processes (13.9.4.1(vi)):

Agreed Dispute Resolution Method to Resolve Disagreements that May Arise With the Assignment of Duties or Assessment Through the Collegial Processes (13.9.4.1(vii)):

Budgetary Provision: If salary is supported, in part, by Secondary Unit, what is the proportion?

Other Conditions:

Date:	Faculty Member:	Signature:
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Recommended: Primary Unit

Secondary Unit

Date of vote of academic unit: _____

Date of vote of academic unit: _____

Head: _____
(Please Print Name & Sign)

Head: _____
(Please Print Name & Sign)

Dean: _____
(Please Print Name & Sign)

Dean: _____
(Please Print Name & Sign)

*Note 1. If duties involve graduate student supervision or teaching, send the form to the College of Graduate and Postdoctoral Studies (CGPS). **The CGPS will forward the form to the Office of the Vice-Provost for final approval** on behalf of the Provost and Vice-President Academic.

Approved by:

Dean, CGPS, if required

Vice-Provost, Faculty Relations

Submit the completed form to the Vice-Provost for approval on behalf of the Provost and Vice-President Academic.
When approved, copies will be sent to: Faculty member, each signatory and Faculty Association.