

UNIVERSITY OF MINNESOTA <hr/> Medical School <i>Office of Faculty Affairs</i>		Number: 2013.FD.002 Effective Date: 10/1/13
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Section: FACULTY DEPARTMENTS	Subject: <i>Joint Appointment Policy</i>	

1. Request for a joint appointment must be initiated by both department heads.
2. Before a joint appointment can be considered, the following questions must be answered by both departments:
 - Is there something that will be accomplished with the joint appointment that could not be accomplished through collaboration?
 - Does the lack of joint appointment impede the faculty member from moving forward their research, clinical work, teaching, etc.?
3. Example situations where joint appointments are appropriate (including but not limited to):
 - Paid by and have responsibilities in more than one department.
 - Clinical privileges and activities in more than one department (ex: a physician who does both Medicine and Pediatric attending, even if the physician is paid by only one department.
 - Significant teaching responsibilities in two departments and teaching in both departmental contexts (ex: adult and pediatric emergency medicine)
 - Inability to obtain grants in field other than primary department (ex: Pediatrician studying adults unable to get funding to study adults)
4. If the above questions are answered in the affirmative, a Memorandum of Understanding (MOU) will be drawn up detailing the responsibilities and expectations of the faculty member and of the departments. Expectations include but are not limited to:
 - Attending departmental meetings in both departments.
 - Participating in departmental reviews, votes, etc.
 - Achieving requirements for promotion in primary department with input from secondary department.
 - Meeting any financial obligations including but not limited to salary, lab space, equipment, etc.
5. MOU is reviewed and approved by the Medical School Dean's Office.
 - The Medical School Dean may veto the joint appointment if s/he does not feel it is academically justified or any party is dissatisfied with the agreement.
6. A final, signed copy of the MOU will be kept on file in both departments and the Medical School Dean's Office.