



**SAMPLE (3/08/18) -
MEMORANDUM OF UNDERSTANDING FOR THE JOINT APPOINTMENT
OF THE INTERDISCIPLINARY FACULTY MEMBER Dr. X IN THE DEPARTMENTS OF Y
(primary department) AND Z (minority appointment department)
(Effective dd/mm/year)**

Policies and procedures for this interdisciplinary faculty hire are prescribed by the COE policy document (title and date), attached.

1. Primary Department: Y is designated the administrative home department and as such will have responsibility for setting workload and evaluations, and for providing laboratory and office space, including space for students and researchers, as well as appropriate administrative support consistent with the Department bylaws.

2. Workload and Teaching: As per COE policies and procedures governing interdisciplinary faculty appointments, workload and teaching will be determined by the chair of the primary department in accordance with that department's workload policy in consultation with the Chair of Z.

For purposes of guidance and for providing a basis for discussion or negotiation of workload assignment, Dr. X has an a% ⁽¹⁾ appointment in Y and a 100-a% appointment in Z.

We agree to the interdisciplinary faculty appointment of X as proposed and in accordance with all relevant policies of the College of Engineering and the University of Delaware.

X, Date

Y, Chair of Y, Date

Z, Chair of Z, Date

Dean College of Engineering, Date
(2)

- Cc: X's faculty file
Dean
Associate Dean for Faculty Affairs
Chair, Department Y
Chair, Department Z

(1) a% must be > 50%
(2) If this appointment is cross college, the Dean of the second college should also sign

Attachment: COE Policies and Procedures for Interdisciplinary Hires