**Faculty Member:**

**Currently appointed as (rank):**

**Department:**

**School:**

**Joint appointment department/school:**

Documentation for joint appointment in two departments within a college or school:

 Recommendation from the dean of the current primary appointment

 Joint memo from chairs of current primary appointment and proposed joint department that states the commitment of salary and related support of the respective units

 Vote from the current primary department

 Vote from the proposed joint department

 Candidate’s curriculum vitae

 Appointee’s letter of request. The letter must designate which department will have responsibility for preparing the documentation for reappointment, promotions, or tenure if the appointee has completed three years or more of the pre-tenure period.

Additional documentation for joint appointments in two constituent faculties:

 Recommendation from the dean of the college or school of the proposed joint appointment

 Vote from the faculty Committee on Appointments, Promotions, and Tenure (if required by the bylaws of the faculty of the joint appointment)

 Agreement of the joint appointee and the appropriate dean as to the length of the pre-tenure period (applicable if the candidate is in the tenure track, not yet tenured, and if the appointing schools have pre-tenure periods of different lengths)

**For provost’s office use:**

Vice Provost Approval: Date:

Date of trustee meeting: