

UNIVERSITY OF SOUTHERN CALIFORNIA  
**JOINT APPOINTMENT CHECKLIST**

Optional form, available for use for joint, secondary, and courtesy appointments.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(e.g., Associate Professor of Agriculture and Astronomy)

**Term of secondary appointment:**

For Assistant or Associate Professors, a fixed term must be specified. For faculty without tenure, the term should not exceed the maximum probationary period, and is subject to non-reappointment. For full Professors only, the term may be "continuous"; no formal renewal is then required and either department or the faculty member can terminate the arrangement at will. Check if continuous and indicate the start date.

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
month/day/year month/day/year

Continuous

Normally, start dates should be either September 1 or January 1 and termination dates should be either December 31 or August 31.

	PRIMARY SCHOOL & DEPT./ PROGRAM	SECONDARY SCHOOL & DEPT. /PROGRAM
<b>1. School and Dept.</b>		
<b>2. Teaching Load</b>	Specify teaching load (at least half-time) :  <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 10px;">%</div> <span>OR</span> <div style="border: 1px solid black; padding: 2px 10px;">course(s)/units per year</div> </div>	Specify teaching load (up to half-time) : <input type="checkbox"/> Check here if teaching will be renegotiated each year.  <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 10px;">%</div> <span>OR</span> <div style="border: 1px solid black; padding: 2px 10px;">course(s)/units per year</div> </div>
<b>3. Faculty Meetings and Voting</b>	The faculty member attends meetings and votes.	Specify arrangements. Generally the faculty member will neither attend nor vote:  Attends: <input type="checkbox"/> No <input type="checkbox"/> Yes Votes on non-personnel issues: <input type="checkbox"/> No <input type="checkbox"/> Yes Votes on personnel issues: <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>4. Merit Evaluation and Salary Changes</b>	Merit evaluation is to be conducted by the primary department. Normally, salary increases will be determined within the primary academic unit and by regular procedures followed within that unit.	The secondary department will forward its recommendation for consideration by the primary department. Specify any other arrangements:
<b>5. Tenure and Promotion Reviews</b>	Tenure is held in the primary department, if the individual is tenured. The primary department conducts promotion and tenure reviews.	The secondary appointment is at the rank set in the primary department. Tenure is not held in the secondary department. The secondary department should forward its recommendation for consideration by the primary department at the time of promotion/tenure review and it will be included in the promotion/tenure dossier. If there is non-reappointment in the primary department, the secondary appointment terminates at the same time. Specify any other arrangements:
<b>6. Office Space &amp; Secretarial Support</b>	Provided by the primary department.	Specify arrangements. Any space and secretarial support should reflect the faculty member's participation in the secondary department.
<b>7. Service and Responsibilities</b>	Major service responsibilities	Specify expectations. The total service should not exceed that expected of faculty having single appointments.

