

**MEMORANDUM OF UNDERSTANDING (MOU) FOR JOINT APPOINTMENTS
BETWEEN UCB (HOME CAMPUS) AND UCSF (HOST CAMPUS)**

The purpose of this memorandum of understanding (MOU) is to formalize the agreement between our campuses with regard to the joint appointment of _____ as a _____ in the Department of _____ at UC Berkeley (UCB), 100%, and _____ in the Department of _____ of _____, 0%, at UC San Francisco (UCSF).

This joint appointment does not confer full membership in UCSF's Academic Senate, nor voting rights within the UCSF Department of _____. This joint appointment does provide access to graduate students as defined in the terms of this MOU. The appointment at UCSF is effective _____ through _____, with the possibility of renewal as detailed below.

Appointment Terms

This agreement and funding (IF APPLICABLE) will automatically terminate should _____'s appointment end at UCB.

Should any additional institutions (e.g., LBNL, HHMI, LLNL, Gladstone, etc.) become interested in the employment, appointment, or compensation of _____, the terms of this MOU will need to be negotiated separately with the additional institution.

Review for Initial Joint Appointment

In cases where a packet is required for academic review on both campuses, the materials will be gathered by UCB and shared with UCSF.

[CHECK ONE OF THE FOLLOWING, AS APPLICABLE]

NEW APPOINTMENT TO BOTH CAMPUSES:

Since this joint appointment is coincident with the initial appointment at UCB, UCSF will review and may suggest additions to the referee list.

ALREADY APPOINTED AT UCB, ADDING JOINT APPOINTMENT FOR UCSF:

Since _____ has been appointed at UCB since _____ and undergone successful academic review(s) prior to the request for a joint appointment, UCSF's abridged packet review process will be used; specifically, no reference letters will be required by UCSF.

Academic Appointment and Advancements

UCB determines the appropriate series, rank, and step. UCSF will follow the same rank/step and timing of academic review. If UCB proposes an action (e.g., an accelerated advancement) that UCSF does not support, then UCSF will need to assess whether the joint appointment should continue. Although the academic series for the UCSF appointment may differ from the series at UCB, at no time should the rank/step at UCSF differ from UCB.

UCB is responsible for determining the eligibility and timing of advancement reviews. UCB will also prepare the review case.

On-time merits: UCSF does not require a copy of the packet; UCSF requires notification of any approved action so that it can be recorded at UCSF.

Promotions, accelerated actions, or “barrier/threshold steps” (Prof 5 → 6 and Prof 9 → A/S):

UCB prepares the review packet and will send a copy to UCSF to conduct a review, as appropriate.

Compensation

UCB is responsible for determining the salary rate and issuing a paycheck. Faculty may only receive one paycheck from one campus. Any salary support from UCSF is provided via a multi-location appointment form and routed to UCB.

Since UCB is the home campus, the faculty appointment may be on a fiscal-year (FY) or academic-year (AY) basis. _____ will be precluded from membership in any UCSF Health Sciences Compensation Plan (HSCP). If UCSF provides salary support for the entire year (FY) and the UCB appointment is an AY appointment, then the UCSF salary support during the summer months would need to be calculated to be compliant with UCB’s summer salary rules.

Note: If _____’s salary rate is greater than the sponsored research (e.g., NIH, CERM, etc.) cap, then any salary support from the UCSF campus needs to include a salary source to cover the cap gap.

Teaching Responsibilities

Detail the teaching expectations at each location.

Service Responsibilities

Detail the service expectations (e.g., committee assignments) at each location

Research Responsibilities

Detail the research project/collaborations/graduate student support and mentoring/postdoc mentoring at each location

Outside Professional Activities (OPA) and Intellectual Property:

will follow the policies and procedures at UCB for declaring intellectual property.

should consult with the Office of Sponsored Research at UCB on any questions regarding sponsored research at one or both of the campuses, as appropriate.

Since UCB is the home campus, will follow APM 025 and submit an annual report of OPA and any prior approval requests following UCB's procedures.

Misconduct/Discipline

The campus on which any allegation of misconduct is reported will take the lead on the investigation of the allegations. The other campus will be informed that an investigation is in progress. The report of the investigation will be shared with both campuses. If there are findings, each campus will determine discipline as appropriate following their campus policies/procedures. Note that the discipline imposed need not be the same at both campuses. In cases where allegations are reported on both campuses, legal counsel at both campuses will confer on the investigation process.

DATE
Professor and Chair
Department of
University of California, Berkeley

DATE
Professor and Chair
Department of
University of California, San Francisco

DATE
Dean of
University of California, Berkeley

DATE
Dean of
University of California, San Francisco

I have reviewed and understand the terms of this MOU:

DATE
FACULTY MEMBER

The information below this line should not become part of the MOU

Process Steps:

- The home campus (UCB) initiates this form in consultation with the host campus (UCSF).
- Once all signatures are obtained, the form should be sent to UCB HR Shared Services.
- HR Shared Services will place a copy in the faculty members' personnel file and initiate the Multi-Location Appointment (MLA) process.