

**MEMORANDUM OF UNDERSTANDING (MOU) FOR JOINT SENATE
APPOINTMENTS BETWEEN UCSF (HOME CAMPUS) AND UCB (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 San Francisco (UCSF), 100%, and _____ in the Department of _____, 0%, at UC Berkeley (UCB).

This joint appointment confers full membership in UCB's Academic Senate, access to graduate students, and voting rights within the UCB Department of _____. The appointment at UCB 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 UCSF.

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 UCSF and shared with UCB.

[CHECK ONE OF THE FOLLOWING, AS APPLICABLE]

NEW APPOINTMENT TO BOTH CAMPUSES:

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

ALREADY APPOINTED AT UCSF, ADDING JOINT APPOINTMENT FOR UCB:

Since _____ has been appointed at UCSF since _____ and undergone successful academic review(s) prior to the request for a joint appointment, only the following documentation will be required by UCB:

- A current *Curriculum Vitae*
- UCB departmental recommendation letter (with faculty vote)
- UCB College/School of X (e.g., Engineering) Dean's concurrence

Academic Appointment and Advancements

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

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

On-time merits: UCSF will share the following materials with UCB for the academic review at UCB:

- Notice of the approved step advancement at UCSF;
- UCB will then update their system to reflect the step advancement.

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

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

Compensation

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

Since UCSF is the home campus, the faculty appointment is on a fiscal-year basis.

_____ will be a plan participant in the Health Sciences Compensation Plan (HSCP). Per the terms of the HSCP, _____ is not eligible for an off-scale salary nor summer salary at UCB. If UCB provides salary support, it must follow UCSF’s fiscal-year salary rules and rates.

Note: If _____’s salary rate is greater than the sponsored research (e.g. NIH, CERM) cap, then any salary support from the UCB 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 UCSF for declaring intellectual property.

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

Since UCSF is the home campus, _____ will follow APM 671 and submit an annual report of OPA and any prior approval requests following UCSF'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	_____ DATE
Professor and Chair Department of University of California, San Francisco	Professor and Chair Department of University of California, Berkeley

_____ DATE	_____ DATE
Dean of University of California, San Francisco	Dean of University of California, Berkeley

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