Memorandum of Understanding (MOU)

Between University Studies (UNST or Sharing Unit)  
And  
School of Business Administration (SBA or Home Unit)

Reference: Shared Appointment of Business Capstone Partner Engagement Coordinator

I. Purpose

University Studies is Portland State University’s four-year, interdisciplinary general education program. The mission of University Studies is to facilitate the acquisition of the knowledge, abilities, and attitudes, which will form a foundation for life-long learning among its students. Critical to this mission is the need to establish Shared Appointments where faculty have teaching, service and research obligations to both the Sharing and Home Academic Units.

This MOU establishes a formal collaborative endeavor between the Sharing Unit and the Home Unit. The shared appointment must: a) fulfill the missions of the collaborating department and University Studies, and b) allow the faculty involved to pursue satisfactory performance evaluations.

Intent: The Business Strategy course in the business core will be re-designed to include UNST capstone goals. School of Business will take the responsibility for offering University Studies Capstone courses for all School of Business students by redesigning the Business Strategy Capstone to meet the UNST capstone requirements. School of Business will be supported in making this change by addition of two new tenure related positions and one fixed-term position.

This MOU addresses the fixed-term position, which will bear primary responsibility for creating, maintaining, and facilitating the partnerships between the faculty teaching the capstone courses and the community partners.

II. Definitions

Academic Unit: an academic program, department, division, college, institute, school or center.
Home Unit: the unit most relevant to the discipline of the faculty member making the request for the shared appointment and with which the faculty member feels the closest identity.
Shared Appointment: faculty members hold shared appointments if they have appointments in two or more Portland State University units (academic or administrative).
Sharing Unit: an academic unit that has joined with a faculty member’s identified Home Unit in a collaborative manner to support a shared academic appointment.
III. Obligations and Duties of the Sharing and Home Units

This agreement is between University Studies (Sharing Unit) and School of Business Administration (Home Unit).

The shared appointment is twelve-month.
The status of the shared appointment is Academic Professional. This shared appointment will not be eligible for annual tenure.

This faculty position is dedicated to improving undergraduate education by creating, maintaining, and facilitating community partnerships for engagement with students taking their UNST capstones in the core business curriculum. The Business Strategy course in the business core will be re-designed to include UNST capstone goals. We understand that Portland State University and the University Studies program will evolve and change over time but this expectation and related work assignment will not change; faculty in this position must coordinate the community engagement partnerships in the Business Strategy/UNST capstone courses each year. The expectation is that, over time, this faculty will also teach occasional sections of the Business Strategy/UNST capstone course. If the departmental commitment to include the UNST capstone goals in the core business curriculum is not fulfilled, this position will revert to a central pool for reallocation by Academic Affairs to support University Studies.

The term of agreement for this Shared Appointment is as long as the SBA provides UNST capstone experience in the normal course of BA 495, or another appropriate required course for undergraduate Business majors of all options.

The annual teaching load of the Shared Appointee will be up to 18 credit hours in the SBA. Teaching responsibilities in the Home Unit will be assigned by Home Unit Director.
The appointee will be expected to serve on SBA committees as normal for other faculty of similar rank and focus.
The appointee will maintain her or his office in the Home Unit. Instructional and teaching support for courses will be provided by the Home Unit. This includes access to materials, photocopying, field trip expenses, and other instructional materials as needed.

Review of the appointee will be consistent with PSU and AAUP guidelines and will be the primary responsibility of the Home Unit. The Home Unit will also have the responsibility in the management of personnel issues, contractual obligations with the appointee and coordination of annual performance evaluations, merit decisions, and promotions in rank reviews.

If the appointee generates or is the PI for any external funding during this Shared Appointment then the indirect cost revenues shall be split between the Home Unit and the Sharing Unit equally.

Salary and Benefits
The salary and benefits of the Shared Appointee will be divided as follows:

- Home Unit: Responsible for 0% of the line.
- Sharing Unit: Responsible for 100% of the line

Student Credit Hours
The student credit hours will be assigned to the Sharing Unit.
The initial annual 12-month salary of the appointee will be approximately $60,000 plus OPE.
WITNESS WHEREOF, the representatives have signed this Memorandum of Understanding on 

20th day of December 2011

Sukhwant Jhaj
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