

**UCAR/NCAR/UCP
Joint Appointment – Internal Memorandum of Understanding (MOU)**

New MOU -or- Revised MOU (if revised, fill in only those items that have changed)

Employee:	Job Title:
Emp ID#	Duration of Agreement: From _____ to _____ Date

Statement of Work (or attach Position Description):

Entity (Lab/Div/Prog) Name: (Choose the from the drop-down menu)

	CISL	EOL	NESL	RAL	NCAR	UCP	All Others
Home Entity	--	--	--	--	--	--	--
Joint Entity	--	--	--	--	--	--	--
Tertiary Entity	--	--	--	--	--	--	--

Responsibilities:	Home Entity	Joint Entity	Tertiary Entity
Supervisor Name			
FTE in each			
*Sal & Ben Acct Keys & %			
*Computer Support			
*GAU's			
*Admin Support			
*Office Location/Room			
*Phone Number – ext.			

**A significant change to the MOU must be agreed to by the appropriate entities and documented by a revised and signed MOU. Items asterisked, above, do not require a revised agreement. The Administrator will provide account key changes in iVantage. A Personnel Profile Change Form should be submitted to Human Resources when there is a change of office location and phone number.*

Additional Financial and Resource Support Information: (Explain information provided above or additional support, e.g., start up funds, travel, etc.)

Joint Appointments are subject to all UCAR Policies and Procedures, including satisfactory employee performance and funding to support program activities. Please reference Joint Appointment Guidelines at http://www.fin.ucar.edu/polpro/Guidelines/joint_appoint.html.

Director Signature _____ Date _____ Administrator _____

Director Signature _____ Date _____ Administrator _____

Home Supervisor Signature _____ Date _____

2nd Supervisor Signature _____ Date _____ 3rd Supv. Sign. _____

cc: Employee, Entity Supervisors/Administrators and Human Resources