***MEMORANDUM of UNDERSTANDING***

TO: [name of faculty person]

FROM: Nicole Sampson, Dean, College of Arts and Sciences

DATE:

SUBJECT: Management plan of [Enter name of faculty], [Enter title] in the

Department of [Enter department name]

**Purpose**:

The following Management Plan has been developed to mitigate any perceived or actual conflict of interest for the duration of the following:

Appointment of [Enter name of faculty], [enter title] of the Department of [Enter department name] while [Enter name of faculty] serves as [enter title] of the [Enter department name].

**Supervisor of Record:**

* [Enter name of supervisor of record] will serve as the supervisor of record for [Enter name of faculty].

**Disputes and Conflicts:**

* Disputes and all conflicts with [Enter name of faculty] that are brought to the attention of the [Enter Supervisor of Record] should be referred to the appropriate administrative department, or if handled internally, be resolved by the [Enter Supervisor of Record]or referred to the [Dean/or Provost].

**Salary compensation recommendations:**

* Salary compensation recommendations for [Enter name of faculty] to be paid from the College of Arts and Sciences (CAS) salary pools will be made by the [Enter the Supervisor of Record] directly to the [Dean]. The [Dean] will review the recommendation and will refer the final decision to the CAS Assistant Dean for Budget for implementation.

**Annual performance assessments:**

* Annual performance assessments of [Enter name of faculty] will be performed by and discussed with the [Enter Supervisor of Record] in consultation with the Dean.

**Sponsored Project submissions:**

* Sponsored Project submissions through MyResearch will be approved through the standard routing protocol for submissions. [Indicate current routing structure (ie: this routing is currently: Department Business Manager-> CAS Director of Research -> Sponsored Programs/OVPR.)]

**Research Activities (Compliance and Approvals—dependent on department):**

* IRB, IBC, and IACUC protocols will be approved through a modification of the current routing protocol for submissions. The routing will be: [Supervisor of Record] and Professional Education (the Dean/Provost serves as an alternate) -> IRB/IBC/IACUC Review Board.
* Approvals of grant proposals will be handled by the [Supervisor of Record].

Compliance with this management plan will be confirmed by the CAS Dean. This plan may be adjusted by the Dean as appropriate.

I accept the terms stated above:

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Signature of Faculty Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

cc:

Senior Manager, State Payroll & Employee Records

Director, Office of Sponsored Programs

Assistant Director for Research Compliance

Vice Provost for Faculty Affairs & Diversity, Equity and Inclusion

Assistant Provost for Academic Personnel