**Memorandum of Understanding**

**Request by an SPH Faculty Member to Reside Outside of Minnesota**

**Context**: The University of Minnesota’s *Work. With Flexibility.* [resources](https://humanresources.umn.edu/home/flex-work) and [FAQs](https://humanresources.umn.edu/work-flexibility/flexiblefaqs) developed in summer 2021 include both the expectation that University employees should typically reside in Minnesota and a [process](https://z.umn.edu/flexibleguidance) for requesting an exemption from this expectation.

**Instructions**:

1. A faculty member interested in requesting to reside outside of Minnesota should notify their supervisor (if someone other than their Division Head), their Division Head, and SPH Human Resources of their intent, discuss the request with those parties, and then draft responses in this MOU (without yet signing off). The faculty member is welcome to get feedback on the contents of the MOU from their mentors at any time.
2. The draft MOU should then be shared with the faculty member’s Division Head and the SPH Associate Dean for Faculty Affairs who will both review the draft and edit as appropriate (without yet signing off).
3. When all 3 signing parties are in agreement about the contents of the MOU, all 3 should sign off.
4. The faculty member should then submit the signed MOU to the SPH HR Assistant Director, who will put a copy in the faculty member’s personnel file and submit the official request to reside outside of Minnesota (including this signed MOU), on behalf of the faculty member, to the Provost’s Office for review.

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**Name of faculty member making the request to reside outside of Minnesota:**

**Faculty member’s rationale for the request to reside outside of Minnesota:**

**MOU start date will be the date of the last sign-off below.**

**MOU end date**: *(An end date within 5 years of last sign-off must be specified; if the request to reside outside Minnesota is still relevant at that time, the MOU will be revisited and modified as needed, with new sign-offs required.)*

**Rationale for this end date:**

**Describe expectations for the faculty member’s remote vs. in-person participation in research activities for the duration of the MOU (describe broadly both what they will participate in and how they will participate):**

**Describe expectations for the faculty member’s remote vs. in-person participation in teaching and mentoring activities for the duration of this MOU (describe broadly both what they will participate in and how they will participate):**

**Describe expectations for the faculty member’s remote vs. in-person participation in professional service activities for the duration of the MOU (describe broadly both what they will participate in and how they will participate):**

**Describe expectations for the faculty member’s remote vs. in-person participation in division-specific and school-wide service, governance, and ‘good citizenship’ activities for the duration of the MOU (describe broadly both what they will participate in and how they will participate):**

**Describe communications, supports, and resources the division and school will have to facilitate the faculty member’s continued professional advancement, sense of belonging, and investment of their time and energy towards the success of our school:**

[EXAMPLE LANGUAGE - MODIFY AS NEEDED - It is very important to the division and the school that Dr. XXX is able to continue their professional development and advancement while residing outside of MN; Dr. XXX’s investment of their time, energy, and expertise in our division and school is highly valued. It is also important that they are able to maintain a sense of belonging, with us as their colleagues.

As such, Dr. XXX will continue to be included on all usual faculty and all-school email distribution lists, and thus will continue to be informed of division-specific and school-wide resources, teaching and research opportunities, service activities, etc. that are being made available to faculty. Similarly, they will continue to be invited to division-specific and school-wide meetings and events, faculty development opportunities, and similar activities. These will be held by zoom or hybrid when possible so that they are able to remotely participate. If Dr. XXX is interested in attending a meeting/event that for some reason cannot be held by zoom or hybrid (and they are unable to travel here for it), they are encouraged to contact the organizers to request materials that are shared at the meeting/event.

Dr. XXX’s division mentors (as of [FILL IN DATE]: Dr. YYY and Dr. ZZZ) will continue to make themselves available via remote meetings (zoom, phone, or similar) readily and regularly to Dr. XXX for consultation, advice, empathy, etc. related to professional development and advancement and sense of belonging. Likewise the Associate Dean for Faculty Affairs is available to Dr. XXX at any time for consultation.

Dr. XXX is expected to establish a comfortable work environment in their remote location themselves; division and school funds are not available to support the purchase of furniture and general office supplies, phone or internet, etc. (see this [policy](https://policy.umn.edu/finance/expenses-appb)). Any on-campus space that had been allocated to Dr. XXX (e.g., an on-campus office) may be re-allocated to another purpose; likewise any on-campus phone number for them may be re-allocated to another person. If Dr. XXX would like to maintain either space or a phone number, they will negotiate that with their division head, and the decision will be documented (e.g., by email). When Dr. XXX returns to residing locally, they will be allocated space and/or a phone number on campus in accordance with allocation practices for faculty at the time of their return. - END EXAMPLE LANGUAGE]

 **Other comments or notes:**

[EXAMPLE LANGUAGE - MODIFY AS NEEDED - Dr. XXX is encouraged to travel back to MN twice or more per year, perhaps scheduled to be coincident with particular meetings or events (such as for an in-person annual performance review, or for the school-wide State of the School and Recognition Event), in order to interact in person with their students/mentees/graduate assistants, their mentors, and their division and school-wide colleagues.

Dr. XXX and their Division Head are strongly encouraged to revisit this document during each annual performance review and think about whether and where it needs revision and re-signing by all parties. At any time, Dr. XXX is encouraged to be vocal with their division and Faculty Affairs on what is working well, and what needs discussion and a plan for improvement, about their remote working situation. The Division Head and Associate Dean for Faculty Affairs will likewise be vocal about the arrangement as needed. - END EXAMPLE LANGUAGE]

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**Sign-off by all 3 parties below constitutes the school’s support for the faculty member to reside outside of Minnesota. Any party may request a discussion and potential re-negotiation at any time. Provost approval to reside outside of Minnesota must also be obtained.**

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**Faculty Member Name Faculty Member Signature Date signed**

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**Division Head Name Division Head Signature Date signed**

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**Associate Dean for Associate Dean for Date signed**

**Faculty Affairs Name Faculty Affairs Signature**

**Document history:** October 10-12, 2021: Drafted by AD Faculty Affairs, Lynn Eberly, with feedback from SPH HR Assistant Director, Tracey Kane. October 13-20, 2021: shared with SPH Leadership (Dean, Associate Deans, Division Heads, Chief of Staff). October 21-November 5, 2021: Feedback incorporated and document finalized. Date xxxx: Document posted on the SPH Intranet.