

## **Joint Assignment Program Procedure**

The Joint Assignment Program was established to allow The University of Tennessee, Knoxville (UTK) and the Consolidated Nuclear Security Y-12, LLC (Y-12) to jointly engage, scientists, engineers, managers and professional staff. The Joint Assignment Program intentionally broadens the involvement beyond scientists and engineers to draw on the expertise in all areas of UTK and Y-12.

The purpose of the Joint Assignment Program is to attract or retain the best staff in shared positions. Such a position allows a staff member to benefit from the advantages of both an academic and a federal facility environment. The Joint Assignment Program helps both UTK and Y-12 in recruitment and retention, allowing each to broaden its base of excellent staff in areas of importance to both organizations.

The Joint Assignment position (Joint Assignee) may be established for employees of either UTK or Y-12 with the employing institution serving as the home institution (assigning institution) and the other institution serving as the host institution (receiving institution). Existing UTK faculty and staff, and Y-12 staff are eligible for assignment to the Joint Assignment Program. Joint Assignees will not be deemed employees of the host institution for any purposes. Compensation for each Joint Assignee (reflected in a fully executed Appendix A) and will be invoiced by the home institution to the host institution and transferred to the home institution accordingly.

UTK and Y-12 staff, faculty, and management will identify research areas and candidates of joint interest to both institutions, and determine the host institution. Normal institutional assignment procedures will be followed in the selection of candidates for these positions. Agreement between the appropriate UTK Unit Head and the appropriate Y-12 Division Manager is attained and then institutional approvals are put in place.

The following steps are needed to put the joint assignment position in place:

### **UTK Faculty or Staff Member as Joint Assignee**

- Member creates a proposal in TERA-PAMS for the joint assignment including an Appendix A, pages 1 and 2, with a statement of work and an Appendix B. An Appendix A, page 2, must be created for each source of funding and have signature of the unit head. Appendix B must be signed by the faculty or staff member.
- The proposal is routed to affected department/unit(s) and dean(s) for approval.
- Sponsored Programs receives, reviews, and approves the proposal.
- Appendix A is signed by the Associate Vice Chancellor for Research.

- Sponsored Programs submits Appendix A and B along with any supporting documents to the Y-12 Academic Partnerships Office for appropriate routing and review.
- Y-12 issues a procurement contract and send to Sponsored Programs at UTK for review and execution.
- Sponsored Programs will obtain the Associate Vice Chancellor for Research signature on the contract.
- Sponsored Programs returns a fully executed contract to Y-12 and processes the contract as awarded in TERA-PAMS.

#### **Y-12 Staff Member as Joint Assignee**

- The Y-12 Academic Partnerships Manager issues a partially executed Employee Loan Agreement (ELA) under the Y-12/UTK General Employee Loan Agreement and sends to UTK Sponsored Programs. The ELA includes an Appendix A, pages 1 and 2, with a statement of work and an Appendix B.
  1. Appendix A, page 1, will be signed by Y-12 Academic Partnerships Manager;
  2. Appendix A, page 2, will be signed by Y-12 Division Manager (an Appendix A, page 2, will be included for each source of funding);
  3. Appendix B will be signed by the Y-12 staff member (Appointee).
- Sponsored Programs reviews the ELA and sends the Appendix A, pages 1 and 2, to the UTK department/unit for review
  1. Department/unit head signs Appendix A, page 2, and returns to Sponsored Programs.
- Sponsored Programs will obtain the Associate Vice Chancellor for Research signature on the ELA and Appendix A, page 1.
- Sponsored Programs returns a fully executed ELA to the Y-12 University Partnerships Manager and processes accordingly in the UTK system.