**Memorandum of Understanding**

**Sample A**

The mutual agreement for the cross-listing of (COURSE A) and (COURSE B), (Course Title) is as follows:

**Allocation of course teaching**

No more than (?) section(s) of (COURSE A) and (COURSE B) are to be offered (?) year in the Fall semester.

**Sharing of FTES**

It is mutually agreed that FTES for (COURSE A) and (COURSE B) shall be split such that (?)% of seats (and FTES) assigned to the primary department and (?)% of seats (and FTES) assigned to the two non-primary departments. The course shall never be offered under only one prefix unless there is a one-time written agreement for a specific semester. If there is an opportunity to offer the course through PaGE, this written agreement will be revisited by Departments of A and B with consultation from the Associate Deans of the Colleges of X and Y and the College of Professional and Global Education.

**Staffing**

The department with the largest share of the FTES for a given section of the course is considered the primary department and that primary department staffs the course. Priority in assignment will be given to tenured and tenure-track faculty with expertise in the field, but qualified lecturers with terminal degrees may also be assigned to teach the course.

**Revision of This Agreement**

Any changes to this agreement will be discussed by Departments of A and B in consultation with the Associate Deans of the Colleges of X and Y. Changes will be implemented in writing in a revised mutual agreement document.

**Sample B**

This memo describes the mutual agreement among Department A and Department B, and the XXX program at the College of YYY as it relates to cross-listed (prefix-code-full title).

Under current enrollment conditions, only one section of the course is required every two years to serve the needs of the said program and the course will be offered and co-taught by both A and B departments.

Depending on the needs of the said program, the course may be offered more frequently by Department B. The department which offers the course will be responsible for staffing the course and will receive the FTEs. If the course is offered simultaneously and team-taught, the FTEs will be split evenly between the programs that offer the course.

---------------------------------------------------------------------------------------------------------------------------------------