

College of Engineering
Research Investigator
Assistant Research Scientist
Promotion Procedures

Casebook Components:

1. Endorsement memo/letter from the Department Chair
2. Endorsement memo/letter from casebook committee (if applicable).
3. Candidate's CV.
4. Sample Letter to External Reviewers [**see attached**]
5. For research investigator and assistant research scientist appointments, we request that you include a minimum of **3 letters of review** in the casebook. One letter must be external, and one letter must be internal. The third letter may be either internal or external. It is the expectation that the external letters be at arm's length. (Arm's-length means the reviewer is not from the candidate's home department, has not collaborated with the candidate, and does not have a personal relationship with the candidate.) However, during the early stages of a candidate's career, it may not be possible to provide an arm's length review of substance and value, and in such cases, the department may determine the most appropriate reviewers.

The letters of recommendation should be truly evaluative. While a letter of recommendation from a candidate's thesis advisor can be especially helpful (because the advisor can be presumed to have a good sense of both the person and the work), it is also true that the advisor's own reputation is involved in the work being evaluated. If such letters are included for assistant research scientist appointments, they will not be counted toward the minimum required. It is the department's determination as to whether or not they may be used as one of the three letters in research investigator casebooks.

All reviewers must be at or above the rank to which the candidate is being considered for appointment. All responses received must be included in the casebook.

6. A brief description of the external reviewer's credentials and his/her relationship to the candidate.

[\[http://www.provost.umich.edu/faculty/promotion_guidelines/Attachment%20G.pdf\]](http://www.provost.umich.edu/faculty/promotion_guidelines/Attachment%20G.pdf)

This should include the recommender's:

- Title / position.
- Fields of expertise.
- Important contributions.
- Standing in the discipline.
- Any close professional associations the recommender may have with the candidate's dissertation committee, post-doc supervisor, co-author, etc.
- Arm's length or not arm's length
- Suggested by the department or the candidate

7. Substantive description of candidate's work (more than a listing or titles).
8. Description of the appointment in the context of the field and the specific needs of the department. (This can be the description from the appointment request form.)