REAPPOINTMENT

in the

COLLEGE OF ENGINEERING

Guidelines and Process

2015-16

Associate Dean for Academic Affairs
College of Engineering
University of Michigan
Reappointment Guidelines
College of Engineering 2015-16

(http://adaa.engin.umich.edu/admin/ptr/reappointment/)

Table of Contents

A. Timetable of Reappointment Process ................................................................. 3
B. Memorandum Sent to the Department Chair ...................................................... 4
C. Memorandum Sent to the Faculty Candidate ..................................................... 6
D. Instructions for Reappointment Committees ..................................................... 7
E. Sample Solicitation Letter Templates .............................................................. 9
F. Guidelines for Electronic Submission and Casebook Document Format .......... 11
G. Detailed Instructions for Preparation of Casebooks ........................................ 14
A. Timetable of Reappointment Process

2015
SEPTEMBER - OCTOBER

Friday, September 11  ADAA requests sent to Department Chairs for reappointment committees

Friday, October 2  Department reappointment committee recommendations due to ADAA

Monday, October 12  Distribution of reappointment materials to Department Chairs, Reappointment Committee Chairs and Reappointment candidates. MSWord and Adobe PDF Guidelines and templates on ADAA website: http://adaa.engin.umich.edu/admin/ptr/reappointment/

2016
MARCH

Wednesday, March 2  Submission of electronic and original reappointment casebook to ADAA.
12:00 noon

APRIL

April TBA  Meeting to discuss casebooks (Time TBA) (Executive Committee, Department Chairs and Associate Deans)

Late April  Associate Dean for Academic Affairs sends a letter to each candidate informing him/her (with a copy to the Department Chairs) of:

a) Executive Committee recommendation for reappointment; or

b) Executive Committee decision not to recommend reappointment.
B. Memorandum Sent to the Department Chair

MEMORANDUM

TO: College of Engineering Department Chairs

FROM: Alec D. Gallimore, Ph.D.

DATE:

SUBJECT: Reappointment Guidelines

Please distribute the enclosed materials related to preparation of the reappointment packages to:

- department faculty member(s) scheduled to be reviewed for reappointment during the 2015-16 academic year; and
- the appropriate reappointment review committee(s).

The reappointment guidelines may be downloaded from the ADAA website: http://adaa.engin.umich.edu/admin/ptr/reappointment/.

Please note the current template for the casebook and CV. Completed casebooks will have a limit of 20 pages (not including internal letters of evaluation, and candidate’s CV). Any casebook exceeding 20 pages will be returned.

The department chairs are responsible for the quality of the casebooks. Casebooks that do not meet the standards as specified in the Reappointment Guidelines, under Section G, “Detailed instructions for preparation of casebooks,” may be returned to the casebook committee for revisions. Casebooks that fall well below the standards and require substantial revisions may be delayed for review by a year. Inconsistencies between the recommendation of the department or reappointment committee and the compiled record will be noted by the Executive Committee and the casebook may be sent back with questions.

The casebook should be submitted in electronic format as outlined in Section F of the Guidelines by March 2, 2016. If you have any questions, please do not hesitate to call me at (64)7-7020 or Sherry Hall, at (64)7-7018.

The reappointment review meeting with the Executive Committee, Department Chairs and Associate Deans will be held sometime in April. Please mark your calendars when notified of this date. A review agenda and additional details will be provided prior to the meeting date.

Enclosed are:

- A list of reappointment candidates in your department and their casebook committee chair and members;
- A list of individual casebook committees for each candidate and casebook committee chair and members; and
- Original memorandums to casebook committee chairs and candidates.
Please distribute as follows:

**Committee Chairs:**
Original memorandum to Committee Chair
List of candidate’s casebook committee

**Committee Members:**
Copy of Original memorandum to committee
Copy of list of candidate’s casebook committee

**Candidates:**
Original memorandum to candidate
List of candidate’s casebook committee
Copy of memorandum to Committee Chair

ADG:slh
C. Memorandum Sent to the Faculty Candidate

MEMORANDUM

TO: «FirstName» «LastName»
    «Department»

FROM: Alec D. Gallimore, Ph.D.

DATE:

SUBJECT: Reappointment process for faculty to be reviewed for reappointment during academic year 2015-16

In order for you to better understand the process for your reappointment review I have attached the following:

- a list of the committee members for your reappointment review; and
- the instructions sent to your reappointment committee.

Please do not approach your colleagues or students about providing a letter. Reappointment reviews for faculty members in the College of Engineering are normally performed during the winter term. The reappointment reviews are completely internal to the College; only in unusual circumstances would a committee obtain information outside the University of Michigan. The reviews should be complete near the end of April, including Executive Committee approval, at which time you will hear from your department chair and receive a letter from me.

The Reappointment Guidelines of the College of Engineering may be downloaded at http://adaa.engin.umich.edu/admin/ptr/reappointment/. Please note that you are responsible for preparing a substantial portion of the casebook and you should coordinate your schedule with that of the committee. Please provide to the chair of your reappointment committee the following items:

a) A list of 2 to 4 names of potential internal faculty evaluators;
b) A list of 2 to 4 students (both graduate students and undergraduates); and
c) A copy of your academic curriculum vitae, which **must** be in the format found at http://adaa.engin.umich.edu/admin/ptr/reappointment/.

I hope the above information answers any questions you may have regarding the reappointment process. If you have further questions, please feel free to contact me at (64)7-7020 or Sherry Hall at (64)7-7018.

ADG:slh
Attachments
D. Instructions for Reappointment Committees

MEMORANDUM

TO: Reappointment Review Committee Chairs and Members

FROM: Alec D. Gallimore, Ph.D.

DATE:

SUBJECT: Evaluation of the Candidates and Details on Preparation of the Casebooks

The most important decisions for the continued excellence and vitality of the College of Engineering are those related to faculty appointments and promotions. In this process you have an extremely important role. In your role as a member of a reappointment committee, you will be preparing the evaluative documentation and arriving at a primary recommendation regarding the candidate. The College Executive Committee (EC) will base its decision on this material. The EC needs and expects a **concise and forthright evaluation and a high-quality casebook**. Inconsistencies between the recommendation of the department or reappointment committee and the compiled record will be noted by the EC and the casebook may be sent back with questions.

I want to bring to your attention to additional items that are very important and helpful to you and the EC:

1. The **required format** for the casebooks is specified in the *Reappointment Guidelines*, under Section F, “Guidelines for Electronic Submission” and Section G, “Detailed instructions for preparation of casebooks.” Please note that the current format for the 2015-16 completed casebooks will have a limit of 20 pages (not including internal letters of evaluation, and candidate’s cv.) Any casebook exceeding 20 pages will be returned.

2. For casebooks of reappointment candidates, letters from individuals outside the University are not normally solicited unless the casebook committee decides that special circumstances warrant doing so. In all cases, the committee must make a serious attempt at judging the quality of the scholarly work and not leave this responsibility to others. This assessment can only be accomplished by the committee members carefully reading a representative subset of the refereed publications. If you can also have the evaluation done confidentially by other members of the College or University faculty, please feel free to do so.

3. Please include teaching evaluations by the students. It is important to supplement numerical scores with free form confidential input from at least six students: four undergraduates, and two graduate students. If possible, the graduate students should be advisees of the candidate. Please refer to the casebook template on methods of identifying students.

4. Please be sure to number publications. Publication format may vary by discipline, but should be consistent in the casebook. The preferred format in the Provost’s Office is for journal names to be spelled out; i.e. not abbreviated.

   - Underline the names of current graduate student(s) to whom you’ve provided significant guidance listed among the authors;
   - Double underline the names of former graduate student(s) to whom you’ve provided significant guidance listed among the authors;
• Undergraduate students should be single underlined and noted by an asterisk * after their name.

*Examples:


5. Please keep in mind that your department needs to submit the casebooks to my office by March 2, 2016 so please make sure that the casebooks are submitted to your department chair in time to support this schedule.

6. Finally, please respect the confidentiality aspect of your review and do not publicly disclose your findings to anyone not involved in the reappointment decision.

Please keep in mind that the reappointment committee is an evaluative committee, not an advocacy committee, and the candidate is best served in the long run by a fair and candid review of his or her record. Accordingly, the committee is requested to indicate areas of strength or weakness, which may also be included in the ADAA letter to the candidate communicating the decision of the EC. While the casebook is evaluative, the resulting letter(s) of recommendation from the committee are expected to advocate a conclusion based on these facts. This letter is your opportunity to express your feelings on the case.

If you have any questions on the format or any of the above, please do not hesitate to call me at (64)7-7020 or Sherry Hall, at (64)7-7018.

Thank you for your assistance in this vital process. The reappointment guidelines are located on our web site at: http://adaa.engin.umich.edu/admin/ptr/reappointment/

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E. Sample Solicitation Letter Templates

Template for Soliciting Input from Internal Faculty Reviewer

Dear Professor [NAME]:

I am contacting you as chair of the review committee of [Assistant Professor | Associate Professor | Professor] [NAME], who is being considered for reappointment. We are seeking assessments of [his|her] research, teaching, service and other scholarly contributions from colleagues within the University. We particularly invite you to address the effectiveness and value of this faculty member as a member of the College of Engineering community and as a colleague. To aid your assessment, I am attaching [his|her] CV and copies of some of [his|her] papers. To be useful in our committee's deliberations, we would need your comments by [deadline]. I thank you in advance for your time and effort.

Template for Soliciting Input from Undergraduate Students

Dear [Student’s Name]:

I am contacting you as chair of the review committee of [Assistant Professor | Associate Professor | Professor] [reappointment candidate’s name], who is being considered for reappointment as [Assistant Professor | Associate Professor | Professor] in [Department]. As part of this process, our committee solicits letters from selected students to assist us in evaluating the candidate’s effectiveness in [his|her] interactions with undergraduates. We are asking you to supply such input as one of [reappointment candidate name]’s students. Please provide a letter addressing your experiences with [reappointment candidate’s name] as a classroom teacher and also as a research mentor as it may pertain to you. If you have any questions, please contact [reappointment committee chair’s name] at [reappointment committee chair’s email address]. We would like to receive your letter by [date]. We are able to accept original signed letters or letters sent via email if they are sent from your umich.edu account.

Thank you for your assistance in this important process.

Regards,
[Reappointment committee chair’s name]

Template for Soliciting Input from Graduate Students

Dear [Student’s Name]:

I am contacting you as chair of the review committee of [Assistant Professor | Associate Professor | Professor] [reappointment candidate’s name], who is being considered for reappointment as [Assistant Professor | Associate Professor | Professor] in [Department]. As part of this process, our committee solicits letters from selected students to assist us in evaluating the candidate’s effectiveness in [his|her] interactions with graduate students. We are asking you to supply such input as one of [reappointment candidate name]’s students. Please provide a letter addressing your experiences with [reappointment candidate’s name] as a classroom teacher and also as a research mentor as it may pertain to you. If you have any questions, please contact [reappointment committee chair’s name] at [reappointment committee chair’s email address]. We would like to receive your letter by [date]. We are able to accept original signed letters or letters sent via email if they are sent from your umich.edu account.

Thank you for your assistance in this important process.
Regards,
[Reappointment committee chair’s name]
F. Guidelines for Electronic Submission and Casebook Document Format

Objectives
Our objectives are to develop reappointment casebook procedures for the complete electronic submission of casebooks and to establish standard casebook formats.

Format
General:
Margins: 1” top, bottom, left, right
Font: Times New Roman or Times, size 11
Page Numbers: Number the pages after the full casebook is assembled within the MSWord file.

• Format content
The format content for the casebooks is outlined in Section G., “Detailed Instructions for Preparation of Casebooks.”

• Electronic submission
All sections except the section containing internal letters and appendices should be submitted as one MSWord file via Ctools.

Internal letters should be compiled into one PDF file. Please do not print out and then scan the letters to a PDF file. ADAA staff will insert the PDF file containing the letters into the casebook when complete and convert the entire casebook document into a single PDF file.

The MSWord file casebook format, Reappointment Guidelines - Casebook, should be downloaded from the ADAA website: http://adaa.engin.umich.edu/admin/ptr/reappointment/

This electronic file contains a style sheet with linked headers to the table of contents (TOC). It has been tested on both Apple and PC systems. If you have any problems, please contact Sherry Hall (647-7018) immediately.

Please see directions that follow this page for using the Table of Contents (TOC) function in the style sheet in the MSWord file and notes about the style sheet formats. The TOC is hyperlinked to the specifically formatted headers in the casebook body.

• Hard copy submission
Unless requested, all documents should be submitted electronically via Ctools.

• ADAA and Department Partnership
We look forward to working with you in this continued collaborative effort. Your suggestions and recommendations are important as we jointly implement the electronic submission procedures. Please call us when you need help; we want to provide as much assistance to you as possible as we work with this process.

Directions for using the electronic (MSWord) format file and hyper linked Table of Contents (TOC).
The footer is formatted for automatic page numbering and for display in the TOC.

The Table of Contents is hyper linked to and generated from the associated headers in the casebook body.
For example:
“E. Documentation of Teaching” (in the TOC). The style sheet, attached to this electronic MSWord file, has three headers with hyper linked formats:

heading 1: links to text headings for sections I, II, III, and IV
heading 2: links to text headings for sub sections I.A, I.B, etc., II.A, II.B, and so forth
heading 3: links to text headings for sub sections III.B.1, III.B.2, and so forth

Do not reformat these headings by using another style format.
Directions for using the *insert* menu in the *Index and Table* in the tool bar to generate the Table of Contents.

Put your cursor at the top of the TOC page and click on the TOC to highlight page.
Go to *References tab* on the tool bar and Click on *Update Table*.
Select *Update entire table*.
Click OK.

Alternately, put your cursor at the top of the TOC table and click on the TOC to highlight the page. Right click. Select *Update Field*, and choose *Update entire table*.
G. Detailed Instructions for Preparation of Casebooks

COLLEGE OF ENGINEERING

Casebook Template

For Reappointment

2015-2016

Name of Candidate
Name of Department
### FORMAT OF REAPPOINTMENT CASEBOOKS

| Length: | Any casebook exceeding 20 pages (not including CV, cover letters, internal letters of evaluation, appendix) will be returned. |
| Margins: | 1” top, bottom, left, right |
| Font: | Times New Roman or Times, size 11 |
| Sections: | Separate each major section (I, II, …) with a page break. |
| Footer: | Insert candidate name and the academic year of review in footer. |
| Note: | Do not insert scanned documents into the casebook. |

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### I. SUMMARY REPORTS

- **A. COVER LETTER PREPARED BY THE DEPARTMENT CHAIR**
  - **A.1 Cover letter prepared by the joint/additional Department Chair**
- **B. SUMMARY REPORT OF THE REVIEW COMMITTEE**
- **C. OPTIONAL LETTERS FROM COMMITTEE MEMBERS**

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### II. CURRICULUM VITAE

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### III. DOCUMENTATION OF TEACHING

- **A. COMMITTEE’S EVALUATION OF TEACHING**

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### IV. DOCUMENTATION OF RESEARCH

- **A. COMMITTEE’S EVALUATION OF RESEARCH AND IMPACT**
- **B. RANKING OF JOURNALS**
  - 1. Candidate’s own ranking of journals/conferences
  - 2. Committee’s ranking of journals/conferences
- **C. COMMITTEE’S EVALUATION OF SERVICE**

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### VI. EVALUATION LETTERS BY INTERNAL REVIEWERS

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### APPENDIX – RECORDS OF COMMUNICATIONS
I. SUMMARY REPORTS

A. Cover letter prepared by the Department Chair
Department Chair's recommendation and recommendation of departmental advisory or executive committee, if appropriate. (Insert text into casebook and include electronic signature by the Department Chair.)

A.1 Cover letter prepared by the joint/additional Department Chair
Required if the candidate has a joint or additional appointment in another department.

B. Summary Report of the Review Committee
Letter from the Review Committee presenting their conclusions and recommendation. (Insert text into casebook and include electronic signatures by the committee members.)

C. Optional letters from Committee Members
Include optional letters from Committee members if they disagree with the Committee’s recommendation or wish to modify the letter. Absence of these letters will imply agreement with the Committee’s letter.
II. Curriculum Vitae
Candidate must use template provided by ADAA office. The template is available for download at: http://adaa.engin.umich.edu/admin/ptr/reappointment/.

INSERT CV HERE
III. Documentation of Teaching

A. Committee’s Evaluation of Teaching
(Two page maximum)
Overall assessment of candidate’s teaching contributions including: classroom instruction; supervision of graduate student instructors in undergraduate courses; conduct and supervision of laboratory instruction; mentoring of undergraduate and graduate students in research; advising students in the major; supervision of field work; and supervision of clinical and practicum experiences. **REMININDER:** For faculty members with interdisciplinary appointments, please comment on his/her contributions to interdisciplinary activities with regards to teaching.
IV. Documentation of Research

A. Committee’s Evaluation of Research and Impact
(Two page maximum)

- This section should summarize the key scholarly contributions of the candidate, based on input from a variety of sources such as the internal letters, and the candidate’s publications. Specific examples should be given, ideally with reference to the important papers. In particular, it should be noted that this is not a section in which to reproduce generic accolades copied from the internal letters and citation indices.

- Specific contributions to technology transfer and entrepreneurship should be included in this section, if applicable.

B. Ranking of Journals

1. Candidate’s own ranking of journals/conferences

2. Committee’s ranking of journals/conferences
   - Committee’s qualitative ranking of the journals, conferences, and proceedings in the candidate’s list of publications, and implications of impact factors of journals if any.
   - Comment on conventions of order of authors in the candidate’s discipline (e.g., lead author last).
V. Documentation of Service

A. Committee’s Evaluation of Service
(One page maximum)
Overall assessment of candidate’s contributions to service including diversity and climate activities
VI. Evaluation Letters by Internal Reviewers

- Faculty (minimum of 2 letters)
- Students (minimum of 4 undergraduate and 2 graduate students, for a total of 6 ~ 8 letters)
  - List students, undergraduate or graduate, and note whether the student was suggested by the candidate or by the committee.
  - Selection of undergraduate students: Letters from a wide range of students are desirable. Therefore, letters should be solicited from students at different performance levels and with an eye toward diversity. The faculty candidate will recommend half of the names of undergraduate students, and the committee, through the department advising office, will identify the other half. Letters will be solicited from this cohort. A minimum of four undergraduate student letters is required and at least one MUST come from the committee’s list and not be a member of the candidate’s research group.
  - A minimum of two letters must come from graduate students, one of whom must be a research advisee.

- Sample solicitation letters to students are located in Section E of the guidelines.
- Other personnel.
- All letters received must be included.
Appendix – Records of Communications
Templates for all communications can be found at http://adaa.engin.umich.edu/admin/ptr/reappointment/.

a. Include a copy of the email sent to all internal faculty reviewers.
   (Insert text of email here.)

b. Include a copy of the email sent to all students.
   (Insert text of email here.)