REAPPOINTMENT

in the

COLLEGE OF ENGINEERING

Guidelines
and
Description of Process

2009-10

Associate Dean for Academic Affairs
College of Engineering
University of Michigan

http://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html
# Table of Contents

**Reappointment guidelines**  
College of Engineering 2009-10  
(http://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html)

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Timetable of reappointment process</td>
<td>3</td>
</tr>
<tr>
<td>B.</td>
<td>Memorandum Sent to the Department Chair</td>
<td>4</td>
</tr>
<tr>
<td>C.</td>
<td>Memorandum Sent to the Faculty Candidate</td>
<td>6</td>
</tr>
<tr>
<td>D.</td>
<td>Instructions for Reappointment Committees</td>
<td>7</td>
</tr>
<tr>
<td>E.</td>
<td>Sample Letter to Internal Reviewers</td>
<td>9</td>
</tr>
<tr>
<td>F.</td>
<td>Guidelines for Electronic Submission and Casebook Document Format</td>
<td>10</td>
</tr>
<tr>
<td>G.</td>
<td>Detailed Instructions for Preparation of Casebooks</td>
<td>17</td>
</tr>
</tbody>
</table>
A. **Timetable of Reappointment Process**

### 2009

**OCTOBER**

**Thursday, October 1**
ADAA requests sent to Department Chairs for reappointment committees

**Friday, October 16**
Department reappointment committee recommendations due to ADAA

**Monday, October 26**
Distribution of reappointment materials to Department Chairs, Reappointment Committee Chairs and Reappointment candidates. MSWord and Adobe pdf Guidelines and templates on ADAA website: [http://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html](http://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html)

### 2010

**MARCH**

**Wednesday, March 3 12:00 noon**
Submission of electronic and original reappointment casebook to ADAA. (Due to time constraints, casebooks submitted past this deadline will **NOT** be considered in this year’s review.)

**APRIL**

**Early April**
Half-day meeting to discuss casebooks
(Executive Committee, Department Chairs and Associate Deans)

**Week of April 19**
Associate Dean for Academic Affairs sends 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: S. Jack Hu

DATE: Monday, October 26, 2009

SUBJECT: Reappointment Guidelines

Please distribute the enclosed materials related to preparation of the reappointment packages to: a) department faculty member(s) scheduled to be reviewed for reappointment during the 2009-10 academic year and b) the reappointment review committee. The reappointment guidelines may be downloaded from the ADAA website: http://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html.

Completed casebooks will have an upward limit of 75 pages (not including internal letters of evaluation, and candidate’s cv). However, it is expected that most casebooks submitted will be under 50 pages (not including internal letters of evaluation, and candidate’s cv). Any casebook exceeding 75 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 original casebook and an electronic copy of each complete casebook should be returned to my office by March 3, 2010. (The casebook should be submitted in electronic format as outlined in the Guidelines). If you have any questions, please do not hesitate to call me at 647-7020 or Sherry Hall, at 647-7018.

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 letters to casebook committee chairs and candidates.

Please distribute as follows:

<table>
<thead>
<tr>
<th>Candidates:</th>
<th>Committee Chairs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original letter to candidate</td>
<td>Original letter to Committee Chair</td>
</tr>
<tr>
<td>List of candidate’s casebook committee</td>
<td>List of candidate’s casebook committee</td>
</tr>
<tr>
<td>Copy of letter to Committee Chair</td>
<td></td>
</tr>
</tbody>
</table>

Please have copied and distribute to Committee Members:
Original letter to Committee
List of candidate’s casebook committee

SJH:slh

Enclosures: materials for candidates and committee chairs
C. Memorandum Sent to the Faculty Candidate

MEMORANDUM

TO: «Title» «FirstName» «LastName»
   «Department»

FROM: S. Jack Hu

DATE: October 26, 2009

SUBJECT: Reappointment process for faculty to be reviewed for reappointment during academic year 2009-10

In order for you to better understand the process for your reappointment review I have attached a list of the committee members for your case, which includes the letters of instructions sent to your reappointment committee.

Reappointment reviews for faculty in the College of Engineering are normally performed during the winter term. The reappointment reviews are totally 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://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html. 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 and 2 to 4 students (both graduate and undergraduate).

b) A copy of your academic curriculum vitae, suitable for transmission to the internal evaluators.

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 647-7020 or Sherry Hall at 647-7018.

SJH:slh
Attachments
D. Instructions for Reappointment committees

MEMORANDUM

TO: Reappointment Review Committee Chairs and Members

FROM: S. Jack Hu

DATE: October 26, 2009

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 will base its decision on this material. The Executive Committee 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 Executive Committee and the casebook may be sent back with questions.

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

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.” Completed casebooks will have an upward limit of 75 pages (not including internal letters of evaluation, and candidate’s cv.) However, it is expected that most casebooks submitted will be under 50 pages (not including internal letters of evaluation, and candidate’s cv.) Any casebook exceeding 75 pages will be returned.

2. For casebooks of reappointment candidates, let ters 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 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 four students: two undergraduate and two graduate students; if possible, the graduate students should be advisees of the candidate.

4. Make sure that the publications in the resume are listed in a format similar to the examples*. Candidates should use a standard journal citation format, which for journal articles includes the names of authors (underline the names of current graduate student(s) to whom you’ve provided significant guidance listed among the authors; double underline the names of past 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), titles, numbers of first and last pages, and the date published, exactly as they appear in the journals for each category.
5. Please keep in mind that your department needs to submit the casebooks to my office by **March 3, 2010** 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 Executive Committee. 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 647-7020 or Sherry Hall, at 647-7018.

Thank you for your assistance in this vital process. The reappointment guidelines are located on our website at: [http://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html](http://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html)

SJH:slh
Dear Professor [name]:

I am contacting you as chair of the promotion and tenure casebook committee of [Assistant Professor | Associate Professor | Professor] [NAME], who is being considered for [tenure and promotion | promotion] to the rank of [Associate Professor | Professor]. 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.
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 F., “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 attachment to Sherry Hall, sfolsom@umich.edu.

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

This electronic file contains a style sheet with linked headers to the table of contents (TOC). It has been tested on both Mac 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
Submit the entire original casebook in hard copy and keep a departmental file copy.

• The Electronic Casebook
The ADAA office will create a .pdf file from the MSWord document, scan and insert all letters and write to CDs for the Executive Committee and Department Chairs (limited copies of the casebook will be made as required).

• 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: “III. TEACHING PORTFOLIO” (in the TOC) comes from the section III header entitled “TEACHING PORTFOLIO” in the casebook body. 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.
III. TEACHING PORTFOLIO

A. Committee's Evaluation of Teaching
   (Optional for Senior Research Scientist)
   1. Overall assessment of candidate's teaching.
   2. Tabulation of course evaluations during time in present rank, e.g.:
      
      | Course # | Title       | Term  | Enrollment | Q1  | Q2  |
      |------|-------------|-------|------------|-----|-----|
      | CH 509 | Design      | Fall 99 | 12          | 3.8 | 4.1 |
      
      Please send an appendix with Fall 2003 course evaluations to the Associate Dean for Academic Affairs as soon as available in 2004.
   3. Mid-year UMEC course evaluation results, if instituted by department.
   4. Evaluation of: supervision of graduate student instructors in undergraduate courses; conduct and supervision of laboratory instruction; supervision of undergraduate and graduate research; advising students in the major; supervision of field work; and supervision of clinical and practicum experiences.

B. Candidate's Teaching Portfolio

B.1 Candidate's own statement of contributions to teaching
   (one page maximum)

B.2 New courses introduced at U of M
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 the *Insert* pull down menu on the tool bar. Click on *Index and Tables* (for Windows XP users, click on *Reference* and then *Index and Tables*.

Click on *Table of Contents*.

Click OK.

Click OK on the next screen that prompts you: *Do you want to replace the Table of Contents?*
Directions for using the electronic (Word 2007) 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: “III. TEACHING PORTFOLIO” (in the TOC) comes from the section III header entitled “TEACHING PORTFOLIO” in the casebook body. 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.
III. TEACHING PORTFOLIO

A. Committee’s Evaluation of Teaching

Required for Research Professor (one page maximum)
Overall assessment of candidate’s teaching including evaluation of supervision of graduate student instructors in undergraduate courses, conduct and supervision of laboratory instruction, supervision of undergraduate and graduate research, advising students in the major, supervision of fieldwork, and supervision of clinical or practicum experiences.

B. Candidate’s Teaching Portfolio

B.1 Candidate’s own statement of contributions to teaching
(include approach to improve teaching skills) (one page maximum)

B.2 New courses introduced at U of M
• title/course number
• Course description and objective (1 paragraph per course)

B.3 Courses taught at U of M
Please use the table provided to insert course information adding rows as needed. You may type over the example shown in italics. Provide mid-year CRF7 course evaluation results, if available by department.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Term</th>
<th>Enrollment</th>
<th>Q1</th>
<th>Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. ChE509</td>
<td>Electro Design</td>
<td>Fall 04</td>
<td>12</td>
<td>3.8</td>
<td>4.2</td>
</tr>
</tbody>
</table>
Directions for using the \textit{insert} menu in the \textit{Index and Table} in the tool bar to generate the Table of Contents.

Put your cursor at the top of the TOC table and click on the TOC to highlight the page. Go to the \textit{References tab} on the tool bar and click on \textit{Update Table}. Select \textit{Update entire table}. Click OK.
G. Detailed instructions for preparation of casebooks.

The MS Word casebook format Reappointment Guidelines - Casebook, should be downloaded from the ADAA website: [http://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html](http://www.engin.umich.edu/admin/adaa/faculty/ptr/reappointment.html)

Length: Completed casebooks will have an upward limit of 75 pages (not including internal letters of evaluation, and candidate’s cv). However, it is expected that most casebooks submitted will be under 50 pages (not including letters of evaluation, and candidate’s cv).

Margins: 1” top, bottom, left, right

Font: Times New Roman or Times, size 11

Sections: Separate each major section (I, II, III, IV…) with a page break

Footer: Insert candidate name in footer

NOTE: Do not insert scanned documents into the casebook

TABLE OF CONTENTS

(Table of contents includes the following, with page numbers, and is created by the MSWord menu bar: Insert – Reference - Index and Table)

I. SUMMARY REPORTS ................................................................................................................................... 19
   A. COVER LETTER PREPARED BY THE DEPARTMENT CHAIR ........................................................... 19
      A.1 Cover letter prepared by the joint/additional Department Chair ..................................................... 19
   B. SUMMARY REPORT OF THE REVIEW COMMITTEE ........................................................................ 19
   C. OPTIONAL LETTERS FROM COMMITTEE MEMBERS ..................................................................... 19

II. CANDIDATE INFORMATION .......................................................................................................................... 20
   A. PERSONAL .................................................................................................................................................. 20
   B. PROFESSIONAL OBJECTIVES .............................................................................................................. 20

III. TEACHING PORTFOLIO .............................................................................................................................. 21
   A. COMMITTEE’S EVALUATION OF TEACHING .................................................................................. 21
   B. CANDIDATE’S TEACHING PORTFOLIO ............................................................................................ 21
      B.1 Candidate’s own statement of contributions to teaching ................................................................. 21
      B.2 New courses introduced at U of M .................................................................................................. 21
      B.3 Courses taught at U of M ................................................................................................................ 21
      B.4 Ph.D. committees chaired .................................................................................................................. 21
      B.5 M.S. committees chaired ................................................................................................................... 21
      B.6 Undergraduate major projects directed ............................................................................................ 21
      B.7 Short courses and workshops taught ............................................................................................... 21
      B.8 Outreach directly related to teaching ............................................................................................... 21
      B.9 Other .................................................................................................................................................. 22

IV. RESEARCH PORTFOLIO .............................................................................................................................. 23
   A. COMMITTEE’S EVALUATION OF RESEARCH AND IMPACT ....................................................... 23
   B. CANDIDATE’S RESEARCH PORTFOLIO ............................................................................................. 23
      B.1 Candidate’s own statement of contributions to research ................................................................. 23
      B.2 List research programs underway ................................................................................................... 23
      B.3 List grants and contracts (past, current and pending) ..................................................................... 23
      B.4 New research directions .................................................................................................................... 23
      B.5 Publications ....................................................................................................................................... 23
      B.6 Technology Transfer ........................................................................................................................ 24
      B.7 Outreach Directly Related to Research ............................................................................................ 25
V. SERVICE PORTFOLIO.............................................................................................................................................26

A. COMMITTEE’S EVALUATION OF SERVICE...........................................................................................................26

B. CANDIDATE’S SERVICE PORTFOLIO .........................................................................................................................26

B.1 Candidate’s own statement of contributions to service............................................................................................................26

B.2 List major committee assignments in the Department, College, and/or University .........................................................26

B.3 List administrative duties at U of M ................................................................................................................................26

B.4 List service to government or professional organization .....................................................................................................26

B.5 List consulting arrangements ............................................................................................................................................26

B.6 Candidate’s own statement of contributions to diversity and climate .................................................................................26

B.7 Outreach that is not part of research or teaching ...............................................................................................................26

B.8 Describe mentoring activities involving research faculty and/or post-doctoral scholars ......................................................26

B.9 Other ...............................................................................................................................................................................26

VI. LETTERS OF EVALUATION ........................................................................................................................................27

A. REVIEWERS INTERNAL TO THE UNIVERSITY ..................................................................................................................27

A.1 Faculty .............................................................................................................................................................................27

A.2 Students (undergraduate and graduate) ..............................................................................................................................27

A.3 Other personnel ..............................................................................................................................................................27

B. LETTERS OF EVALUATION FROM INTERNAL REVIEWERS ..........................................................................................27

B.1 CV sent to internal reviewers ...........................................................................................................................................27
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. *Do not insert scanned documents into the casebook. Cut/paste from original Word document.* (Include signed letter with original casebook.)

A.1 **Cover letter prepared by the joint/additional Department Chair**
   IF the candidate has a joint or additional appointment other than 0% in another department, a letter of recommendation in that department signed by the department chair must be included.

B. **Summary report of the Review Committee**
   Letter from the Review Committee presenting their conclusions and recommendation. (Include signed letter with original casebook.)

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. CANDIDATE INFORMATION

A. Personal
   A.1 Name
   A.2 Degrees (schools, dates, title of doctoral thesis, and name of thesis advisor(s))
   A.3 Positions at U of M (titles, dates)
   A.4 Positions at other institutions or organizations (titles, dates)
   A.5 Honors and Awards

B. Professional Objectives
   Candidate's statement of professional objectives and brief self-analysis of professional
   contributions during period in current rank (one page maximum).
III. TEACHING PORTFOLIO

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

B. Candidate’s Teaching Portfolio

B.1 Candidate’s own statement of contributions to teaching
   Include approach to improve teaching skills (one page maximum)

B.2 New courses introduced at U of M
   • title/course number
   • course description and objective (1 paragraph per course)

B.3 Courses taught at U of M
   Please use the table provided to insert course information adding rows as needed. You may type
   over the example shown in italics. Provide mid-year CRLT course evaluation results, if instituted
   by department.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course title</th>
<th>Teaching Role¹</th>
<th>Term</th>
<th>Enrollment/Responses</th>
<th>Q1</th>
<th>Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex.CEE402</td>
<td>Prof Issues &amp; Design</td>
<td>Co-instructor</td>
<td>Winter 04</td>
<td>50/43</td>
<td>3.4</td>
<td>3.8</td>
</tr>
</tbody>
</table>

¹Co-instructor, recitation/discussion leader, sole instructor

Please send an appendix with Winter 2010 course evaluations to the Associate Dean for Academic Affairs
as soon as available.

B.4 Ph.D. committees chaired
   • name
   • year or anticipated year of graduation
   • chair or co-chair

B.5 M.S. committees chaired
   Number of M.S. students advised or co-advised. List any major MS projects by student name,
   year of project, project title.

B.6 Undergraduate major projects directed
   Include project title, number of students involved and year. (Do not include independent study
courses.)

B.7 Short courses and workshops taught
Indicate course, location or institution, date, enrollment, nature of participation.

B.8  Outreach directly related to teaching

B.9  Other
    (e.g. Scholarly work in education)
IV. RESEARCH PORTFOLIO

A. Committee’s Evaluation of Research and impact
(recommended two page maximum)

1. Overall assessment of candidate’s contributions to research. Provide a qualitative assessment of the intellectual contributions made by the candidate in these projects. **REMININDER:** For faculty with interdisciplinary appointments, please comment on his/her contributions to interdisciplinary activities with regards to research.

2. Committee’s qualitative ranking of the journals and proceedings in the candidate’s list of publications, and implications of any citation indices.

3. Contributions to technology transfer, if applicable.

4. Assess the progress toward national and international visibility of the candidate and his/her impact on his/her field. Indicate criteria for assessment (invited talks, conference papers or journal articles, citations, etc.). Your assessment should also include comments on the impact of the candidate’s work.

B. Candidate’s Research Portfolio

B.1 Candidate's own statement of contributions to research
(one page maximum)

B.2 List research programs underway
Include information regarding involvement of graduate students, research staff, and other faculty, both inside and outside the UM. Include outreach that is part of research projects.

B.3 List grants and contracts (past, current and pending)
Include title, sponsor, dates, amount, names of principal investigators and/or co-principal investigators, and number of GSRAs supported by grant or contract. **Grants and contracts must be sequentially numbered.**

Include the total dollar amount for each team-based grant and the candidate’s share of the total.

B.4 New research directions
(one page maximum)
Describe any new research directions, include those involved and scale of activity.

B.5 Publications
NOTES:
Publications in each category below must be sequentially numbered in reverse chronological order (newest items first). Casebooks without numbered publications will not be accepted for review.

Publication format may vary by discipline but should be consistent in casebook.

**Underline** the names of current graduate student(s) to whom you’ve provided significant guidance listed among the authors; **double underline** the names of past 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. Include titles, numbers of
first and last pages, and the date published, exactly as they appear in the journals for each category.

Please spell journal names out. If this is not possible, then the abbreviations must be included, along with the full journal names, in the qualitative ranking list of journals.

1. List of qualitative ranking of the journals and proceedings appearing in the list of publications (candidate’s assessment)

2. Full articles in refereed publications
   (Full articles in refereed publications are journals, transactions, or archives that have appeared or have been accepted only)

3. Shorter communications, letters, notes or briefs in refereed publications

4. Refereed conference or symposium proceedings
   (NOTE: The Reappointment casebook committee should indicate, with justification, which (if any) of these proceedings are being treated by the committee as equivalent to full articles in archival journals)

5. Refereed conference summaries or abstracts

6. Other submitted publications

7. Abstracts in non-refereed conference proceedings

8. Books

9. Chapters in books

10. Book reviews

11. Government, university, or industrial reports (non-refereed)

12. Publications in popular press/magazines

13. Invited Publications and Presentations
   (Invited journal/conference articles, keynote conference or symposium presentations, and invited talks at colloquia or seminar series)

B.6 Technology Transfer

1. Candidate's own statement of contributions to technology transfer and entrepreneurial impact (one page maximum)

2. US and International Patents awarded (title, number, date issued)

3. Patents submitted (title, date submitted)

4. Other major technology transfer activities
   (provide whatever information you find appropriate)
5. Industry interactions
6. Entrepreneurial activities

B.7 Outreach Directly Related to Research
B.8 Other
V. SERVICE PORTFOLIO

A. Committee’s Evaluation of Service
   (one page maximum)
   Overall assessment of candidate’s contributions to service including diversity and climate activities.

B. Candidate’s Service Portfolio

B.1 Candidate’s own statement of contributions to service
   (two paragraphs maximum)

B.2 List major committee assignments in the Department, College, and/or University
   (committee, dates, member or chair status)

B.3 List administrative duties at U of M

B.4 List service to government or professional organization
   (type of service, dates)

B.5 List consulting arrangements
   (and annual time spent consulting with industry and government agencies)

B.6 Candidate’s own statement of contributions to diversity and climate
   (one page maximum)

B.7 Outreach that is not part of research or teaching

B.8 Describe mentoring activities involving research faculty and/or post-doctoral scholars

B.9 Other
VI. LETTERS OF EVALUATION

A. Reviewers Internal to the University

A.1 Faculty
- Minimum: two internal faculty evaluations
- Provide a list of all reviewers contacted and professional relationship to candidate
- Insert sample copy of the letters or email sent to them (cut/paste from original Word document – do not insert scanned documents into casebook)

A.2 Students (undergraduate and graduate)
- Minimum: four students - two undergraduates and two graduates (graduate students should not be solicited to submit letters based on their undergraduate experience)
- Explain method of selecting students
- Provide a list of all reviewers contacted and relationship to students (relationship such as research group member, student in course, course number, etc.)
- Insert sample copy of the letter or email sent to undergraduates and graduates requesting free form confidential input on candidate’s teaching (cut/paste from original Word document – do not insert scanned documents into casebook)

A.3 Other personnel
- Provide a list of all reviewers contacted
- Provide brief background information for each internal evaluator
- Attach sample copy of the letters or email sent to them

B. Letters of Evaluation from Internal Reviewers

Letters of Evaluation will be scanned and inserted into the .pdf file by the ADAA Office. Remember to number the letters consecutively starting from the previous section of the electronic casebook up to the CV.

B.1. CV sent to internal reviewers
(Note: CV is NOT included in the 75 page casebook limit)