REAPPOINTMENT

in the

COLLEGE OF ENGINEERING

Guidelines and Process

2021-22

Associate Dean for Academic Affairs
College of Engineering
University of Michigan

Reappointment Guidelines
College of Engineering 2021-22

(https://adaa.engin.umich.edu/admin/docs/reappointment/)

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A. Timetable of Reappointment Process

2021
SEPTEMBER - OCTOBER

Monday, August 23	ADAA requests sent to Department Chairs for reappointment committees
Friday, October 1	Department reappointment committee recommendations due to ADAA
Friday, October 1 (*Projected*)	Reappointment materials sent to Department Chairs, Reappointment Committee Chairs and Reappointment candidates. MSWord and Adobe PDF Guidelines and templates on ADAA website: https://adaa.engin.umich.edu/admin/docs/reappointment/
Tuesday, October 12	Meeting of Reappointment Candidates (via Zoom, 9:00-10:00am)
Friday, October 15	Meeting of Reappointment Committee Chairs (via Zoom, 9:00-10:00am)

2022
MARCH

Tuesday, March 1 **12:00 noon**	Submission of electronic reappointment casebook to the ADAA.

APRIL

April TBD	Meeting to discuss casebooks (Date/Time TBA) (Executive Committee, Department Chairs and Associate Deans)
Late April	Associate Dean for Academic Affairs sends letters to candidates informing them (with copy to their Department Chairs) of the Executive Committee decision and providing feedback on their review of the case.

B. Instructions for Department Chairs

The reappointment guidelines are available on the ADAA website:
https://adaa.engin.umich.edu/admin/docs/reappointment/.

Please ensure that your department's reappointment candidate(s) and casebook committee(s) are informed about these guidelines and instructions. Casebook chairs should be given deadlines to meet your department's internal review requirements, and candidates should be advised about working with their committees.

Casebook committees are expected to produce high-quality casebooks. Department chairs are ultimately responsible for casebook quality. 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 for revisions. 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 via SmartPath by **March 1, 2022**. If you have any questions, please do not hesitate to contact Steve Ceccio, Associate Dean for Academic Affairs, or Sherry Hall (x7-7018).

The reappointment review meeting with the Executive Committee, Department Chairs, and Associate Deans will be scheduled for mid-April (TBD). A review agenda and additional details will be provided prior to the meeting date.

C. Instructions for the Reappointment Candidate

In order for you to better understand the reappointment process, please review the instructions in Sections B and D. Your department will notify you of the membership of your reappointment committee: three members who are responsible for the construction and timely submittal of your casebook. Your cooperation and engagement is essential for the preparation of a high-quality casebook.

The *Reappointment Guidelines of the College of Engineering* may be downloaded at https://adaa.engin.umich.edu/admin/docs/reappointment/. You are responsible for preparing the casebook CV and Summary of contributions to teaching, research, service, and major impact, which represents a significant component of the casebook. This is accomplished through the SmartPath CV module (https://engin-umich.mntnpass.com/cv), which you may access directly and/or get assistance from a proxy. Your committee will also have access to your SmartPath CV and Summary of contributions to teaching, research, service, and major impact. Please coordinate with the committee on a timetable for providing and checking this material, and feel free to ask and answer questions about the content. You will be required to provide 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 representative set of up to four publications or manuscripts or other professionally creative products.

Do not approach any colleagues or students about providing a letter. Note that the reappointment reviews are completely internal to the College; only in unusual circumstances would a committee solicit information outside the University of Michigan. The review process, including Executive Committee decision, is scheduled to be completed near the end of April, at which time you will hear from your department chair and receive a letter from Steve Ceccio, Associate Dean for Academic Affairs (ADAA).

We hope the above information is useful. If you have further questions regarding the reappointment process, please feel free to contact the ADAA, or Sherry Hall at x7-7018.

D. Instructions for Reappointment Committees

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. As a member of a reappointment committee, you will prepare the evaluative documentation and provide a primary recommendation regarding the candidate. The College Executive Committee (EC) will base its assessment 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.

Please note the following:

1. Casebook guidelines and applicable template documents are available on the Associate Dean for Academic Affairs (ADAA) website: https://adaa.engin.umich.edu/admin/docs/reappointment/. Casebooks are assembled and routed through an online system called SmartPath. Additional details on document uploads follow within the guidelines.

2. Casebook contents are limited to 20 pages, not including internal letters of evaluation, candidate's cv, and Summary of contributions to teaching, research, service, and major impact.

3. Letters from individuals outside the University are not normally solicited. The committee must make a serious attempt at judging the quality of the scholarly work. This assessment can normally be accomplished only by 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.

4. Numerical teaching evaluations provide only a partial picture of teaching quality. Please consider carefully the free form confidential input from student letters, and any other available evidence. Student letters are also a primary source of information about research mentoring, so be sure to include advisees of the candidate among graduate student writers.

5. Please keep in mind that your department needs to submit the casebooks to the ADAA office by **March 1, 2022**. Your department leadership will set a timetable for casebook preparation to support the departmental review process ahead of this deadline.

6. The reappointment review, including information gathered in this process and all recommendations and findings are *confidential*. Please do not disclose anything to anyone not involved in the reappointment decision.

Keep in mind that the reappointment committee is an evaluative body, not an advocacy committee; your responsibility is to produce a fair and candid review of the candidate's record. This review process serves not only to decide whether to reappoint, but as the basis for providing feedback to candidates about their progress toward tenure. 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. Your overall opinions on the case can and should be expressed, however, in a letter presenting the recommendation from the committee, based on the facts and findings of the casebook.

If you have any questions on the format or any of the above, please do not hesitate to contact Steve Ceccio, Associate Dean for Academic Affairs, or Sherry Hall (x7-7018).

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

E.   Sample Solicitation Letter Templates

- **All internal letters will be generated through SmartPath. The following templates are provided for information only.**

Template for Soliciting Input from Internal Faculty Reviewers

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 any other interaction you may have had. 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].

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].

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 for Each Document Upload of the Casebook *(not including CV)*
General: Margins: 1" top, bottom, left, right
             Font: Times New Roman or Times, size 11

- ***Format content***

  The format content for the casebooks is outlined in Section G., "Detailed Instructions for Preparation of Casebooks."

- ***Electronic submission***

  Casebooks must be submitted via SmartPath (https://engin-umich.mntnpass.com). For access and questions, contact Sherry Hall at sfolsom@umich.edu.

G. *Detailed Instructions for Preparation of Casebooks*

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. (Upload signed letter to SmartPath.)

A.1 Cover letter prepared by the joint/additional Department Chair
Required if the candidate has a joint or additional appointment with effort in another department. Not required for those with dry joint or additional appointments.

B. **Letter from the Review Committee to the Department Chair**

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 AND SUMMARY OF CONTRIBUTIONS TO TEACHING, RESEARCH, SERVICE, AND MAJOR IMPACT

- SmartPath CV. Go to: https://engin-umich.mntnpass.com/cv. All candidates have access to their CV. Candidates may also allow a proxy to access their CV for editing.

- The completed CV will be uploaded to the promotion module.

- If a SmartPath CV isn't available, the candidate may provide a CV in the required format from the ADAA website at: https://adaa.engin.umich.edu/admin/docs/reappointment/.

- The template for the Summary of contributions to teaching, research, service, and major Impact is located on the ADAA website at: https://adaa.engin.umich.edu/admin/docs/reappointment/

Templates for documentation of teaching, research, service, and ranking of journals are located on the ADAA website at: https://adaa.engin.umich.edu/admin/docs/reappointment/

III. DOCUMENTATION OF TEACHING

A. Committee's Evaluation of Teaching
(Two page maximum)
Overall assessment of candidate's teaching contributions including: classroom instruction; innovation in course content or pedagogy; conduct and supervision of laboratory instruction; mentoring of undergraduate and graduate students in research; supervision of field work; and supervision of clinical and practicum experiences. **REMINDER:** For faculty members with interdisciplinary appointments, please comment on contributions to interdisciplinary activities with regards to teaching.

The template for this is located on the ADAA website at:
https://adaa.engin.umich.edu/admin/docs/reappointment/

IV.   DOCUMENTATION OF RESEARCH

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

The template for this is located on the ADAA website at:
https://adaa.engin.umich.edu/admin/docs/reappointment/

- *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. The most useful evaluation is a narrative assessment providing in-depth synthesis of multiple sources. This is not a section in which to quote generic accolades from the internal letters.*
- 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
- Include candidate's information here.
- Candidate may include a brief rationale for the selection of publication venues

2.   Committee's ranking of journals/conferences
- Committee's qualitative ranking of the journals and conferences 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), if applicable.
- If bibliometrics such as h-index are provided, please indicate the source.

The template for this is located on the ADAA website at:
https://adaa.engin.umich.edu/admin/docs/reappointment/

V.   DOCUMENTATION OF SERVICE

A.   Committee's Evaluation of Service
(One page maximum)
Overall assessment of candidate's contributions to service (separately) including substantive activity in support of diversity, equity, and inclusion. Emphasize impact of activities over mere participation to the extent known.

The template for this is located on the ADAA website at:
https://adaa.engin.umich.edu/admin/docs/reappointment/

VI. **Evaluation Letters by Internal Reviewers**

SmartPath will generate a list of all internal faculty and student reviewers solicited.

- Faculty (include a minimum of two letters from <u>tenured</u> faculty at or above the rank of the candidate)

- Students (undergraduate and graduate students, for a total of 6–8 letters) [1]

    o Within SmartPath, the department will provide the information noted in the table below. The information may be added to the Evaluator Bio field in SmartPath for each student.

    o A minimum of two letters must come from graduate students, with priority to students mentored in research.

    o 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.

Student Name	UG/Grad	Relationship*	Suggested by committee or candidate:	Letter received?

Advisor, course instructor, research mentor, etc.

- Other personnel
- All letters received must be included in the casebook

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[1] 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 towards 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.

Appendix – Records of Communications
Sample emails will be generated here via SmartPath

a. Include a copy of the email sent to all internal faculty reviewers.

b. Include a copy of the email sent to all students.