

REAPPOINTMENT
in the
COLLEGE OF ENGINEERING

Guidelines and Process

2016-17

**Associate Dean for Academic Affairs
College of Engineering
University of Michigan**

Reappointment Guidelines
College of Engineering 2016-17

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

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A. Timetable of Reappointment Process

2016

SEPTEMBER - OCTOBER

Friday, September 9	ADAA requests sent to Department Chairs for reappointment committees
Monday, October 3	Department reappointment committee recommendations due to ADAA
Monday, October 10 <i>(Projected)</i>	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/

2017

MARCH

Wednesday, March 1 12:00 noon	Submission of electronic and original reappointment casebook to ADAA.
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APRIL

April 19	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. Instructions for Department Chairs

The reappointment guidelines are available on the ADAA website:

<http://adaa.engin.umich.edu/admin/ptr/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.

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. **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 via SmartPath by **March 1, 2017**. If you have any questions, please do not hesitate to contact Michael Wellman, Associate Dean for Academic Affairs, or Sherry Hall (x7-7018).

The reappointment review meeting with the Executive Committee, Department Chairs, and Associate Deans is scheduled for April 19, 2017. Please mark your calendars. (Specific time TBA.) 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 A and B. Your department will provide a list of the committee members for your reappointment casebook.

The *Reappointment Guidelines of the College of Engineering* may be downloaded at <http://adaa.engin.umich.edu/admin/ptr/reappointment/>. You are responsible for preparing the CV material, which represents a significant component of the casebook. 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) Curriculum vitae, created using the new SmartPath CV module. The CV module can be accessed at: <https://engin-umich.mntnpass.com/cv>.

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 reviews should be completed near the end of April, including Executive Committee decision, at which time you will hear from your department chair and receive a letter from Michael Wellman, Associate Dean for Academic Affairs (ADAA).

We hope the above information answers any questions you may have regarding the reappointment process. If you have further questions, 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. 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.

Please note the following:

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." Casebook contents are limited to 20 pages, not including internal letters of evaluation, and candidate's cv. Any casebook exceeding this limit will be returned.
2. Letters from individuals outside the University are not normally solicited. 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 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.
3. 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.
4. Please keep in mind that your department needs to submit the casebooks to the ADAA office by **March 1, 2017**. Your department leadership will set a timetable for casebook preparation to support the departmental review process ahead of this deadline.
5. 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 Michael Wellman, 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: <http://adaa.engin.umich.edu/admin/ptr/reappointment/>

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]

G. Detailed Instructions for Preparation of Casebooks

FORMAT OF REAPPOINTMENT CASEBOOKS

Length:	Any casebook exceeding 20 pages (not including CV, cover letters, internal letters of evaluation, appendix) will be returned.
Font:	Calibri, size 11 (this does not include the SmartPath CV format or summary reports).

I. SUMMARY REPORTS	12
A. COVER LETTER PREPARED BY THE DEPARTMENT CHAIR	12
A.1 <i>Cover letter prepared by the joint/additional Department Chair</i>	12
B. SUMMARY REPORT OF THE REVIEW COMMITTEE	12
C. OPTIONAL LETTERS FROM COMMITTEE MEMBERS	12
II. CURRICULUM VITAE	12
III. DOCUMENTATION OF TEACHING	12
A. COMMITTEE’S EVALUATION OF TEACHING	12
IV. DOCUMENTATION OF RESEARCH	12
A. COMMITTEE’S EVALUATION OF RESEARCH AND IMPACT	12
B. RANKING OF JOURNALS	13
1. <i>Candidate’s own ranking of journals/conferences</i>	13
2. <i>Committee’s ranking of journals/conferences</i>	13
V. DOCUMENTATION OF SERVICE	13
A. COMMITTEE’S EVALUATION OF SERVICE	13
VI. EVALUATION LETTERS BY INTERNAL REVIEWERS	13
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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 in another department.

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

Candidate must use the SmartPath CV.

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. **REMINDER:** 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

- 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, 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).
- **If citations and the H-index are used, please verify with the candidate.**

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 (include a minimum of 2 letters)
Provide a list of all internal faculty reviewers contacted.
- Students (undergraduate and graduate students, for a total of 6 ~ 8 letters)
- List all students contacted, undergraduate or graduate, and note whether the student was suggested by the candidate or by the committee.¹
 - A minimum of two letters must come from graduate students.
 - **A minimum of four undergraduate student letters is required and at least one MUST come from the committee's list and not 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.

¹ Selection of undergraduate students: Letters should be solicited from a broad range of students: at different performance levels and with an eye towards diversity. It is recommended that at least half of the names of undergraduate students contacted be identified by the committee, with assistance from the department advising office.

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

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.)