

**College of Engineering**  
**Research Investigator**  
**Assistant Research Scientist**  
**Appointment Procedures**

The authority to appoint individuals to the rank of Research Investigator and Assistant Research Scientist has been delegated to the CoE Associate Dean for Academic Affairs by the Vice President for Research. The OVPR requires specific language in the offer letter and memo of understanding. The department should also discuss the potential availability of bridging support [<http://research.umich.edu/policies/research-faculty/ef-bridging/>] with new research faculty.

**A. Creating a New Research Investigator or Assistant Research Scientist Position**

The department chair requests new Research Faculty positions by completing an appointment request form [**see attached**] and sending it to the Associate Dean for Academic Affairs c/o Sherry Hall (sfolsom, 2446 LEC, 2102).

The request form should be accompanied by the CV of the preferred candidate.

**B. Posting and Advertising**

When the new position is approved by the ADAA, the department prepares a job requisition in eRecruit (following the guidelines in SPG 201.22). Please create a job requisition in eRecruit.

Please assign the roles as follows:

**Research Faculty Approver (ALWAYS Enforce Approval Order):**

Dept Personnel (optional)  
Jennifer Piper  
Kathy Boblitt  
Shirley Sindlinger

**Research Faculty Hiring Teams:**

Department Personnel  
Christina Truskowski

When RPM approves the posting they will assign a unique 4 digit Position Control Number. (You can find the number on the Detail Page of the Requisition in eRecruit.) Please be sure to include the PCN number on the new hire paperwork. Also be sure to list the posting number in the remarks section with a note to HRRIS to request they close the Job in eRecruit.

It is in the best interest of the College to always identify the best available candidate for an open position. The procedure to approach this ideal is frequently challenged because of time expediency or because a potential candidate is known personally to the hiring department. Although it will occasionally be efficacious to avoid a broad search, the College of Engineering encourages a broad search to find the best possible candidate and to comply with both the spirit and letter of the non-discrimination policies of the University.

### **C. Prepare the Appointment Casebook**

When the appointing department selects a finalist, the department prepares a casebook and submits it to the ADAA office.

The distinction and strength of research at the College of Engineering is driven by the caliber of its faculty. Your role as a member of the appointment committee and/or the hiring faculty is to prepare an evaluative document. The candidate may suggest external reviewers. Any request for a review letter must come from the hiring department, not the candidate. The review letters are confidential and may not be disclosed to anyone who is not involved in the appointment decision.

#### **Casebook Components:**

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

The letters of recommendation should be truly evaluative. While a letter of recommendation from a candidate's thesis advisor can be especially helpful (because the advisor can be presumed to have a good sense of both the person and the work), it is also true that the advisor's own reputation is involved in the

work being evaluated. If such letters are included for assistant research scientist appointments, they will not be counted toward the minimum required. It is the department's determination as to whether or not they may be used as one of the three letters in research investigator casebooks.

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

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

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

This should include the recommender's:

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

7. Substantive description of candidate's work (more than a listing or titles).

8. Description of the appointment in the context of the field and the specific needs of the department. (This can be the description from the appointment request form.)

9. A copy of the draft offer letter, either standard or term limited, and a copy of the draft memorandum of understanding. **[See <http://adaa.engin.umich.edu/research-faculty/>]. Signatures on both the offer letter and memorandum of understanding should be obtained after ADAA approval is received.**

Specific language must be included in both the offer letter and the MOU.

- a. A mentor must be named for new junior research faculty members. The mentor is to provide support and feedback. The department chair selects the mentor in consultation with the appointing faculty member. The mentor may not be an advisor or the appointing faculty. The expectation is that the mentoring relationship will continue until promotion. It is up to the research faculty member and the mentor to determine further parameters. The mentor must be designated in the MOU.

10. A Statement of Understanding Regarding Responsibility for Bridging Support [[Form RS-2](#)] signed by the department chair (applicable to Assistant Research Scientists with terms of 3 or more years).
11. A copy of the Appointment Activity Record (AAR):  
<http://www.hr.umich.edu/hrris/forms/pdfs/apptactivityrecord.pdf>

*Note: The appointment casebook cannot be processed without all of the above items (1 - 11).*

### **Casebook Submission and Processing for Assistant Research Scientist Appointments**

1. Please submit the casebook to the Office of the Associate Dean for Academic Affairs. (Sherry Hall, [sfolsom@umich.edu](mailto:sfolsom@umich.edu) , 2446 LEC, 2102).
2. When the ADAA review is complete, the department will be notified by email.
3. If approved, the department will need to prepare the necessary HR forms to complete the appointment and forward these forms to the CoE Human Resources office (Kathy Boblitt, [kboblitt@umich.edu](mailto:kboblitt@umich.edu), 2432 LEC, 2102). CoE Human Resources will forward appointment paperwork to Human Resources Records and Information Services (4073 Wolverine Tower 1281).
4. The department makes offer to candidate, using the offer letter and MOU submitted in appointment casebook.
5. Department sends a copy of the signed offer letter and MOU to the Office of the ADAA (2458 LEC).

**Note: An offer may *not* be made to the candidate until the casebook is approved.**