

## Hiring Casebook Checklist for Submission to Executive Committee

### Hiring requests should be submitted via SmartPath.

<ul style="list-style-type: none"> <li><input type="checkbox"/> Cover letter from the Department Chair. (<b>Note:</b> Chair's letter should include the department's vote, space needs, substantive description of candidate's work and contributions to the field; description of appointment in the context of the department's needs, description of search process, and justification for tenure at the relevant rank.)</li> <li><input type="checkbox"/> Letter from joint department/program, if applicable.</li> <li><input type="checkbox"/> Cover letter from search committee (Optional).</li> <li><input type="checkbox"/> Candidate's curriculum vitae.</li> </ul>	
<p><b>For Assistant Professor Only</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Course evaluations if available.</li> <li><input type="checkbox"/> Teaching/Research/DEI statement.</li> <li><input type="checkbox"/> Three (3) external letters of recommendation from reviewers at or above the rank proposed. (Letters from the candidate's thesis advisor or major collaborators are acceptable. Discourage letters from fellow graduate students.) <i>Submit all letters received.</i></li> <li><input type="checkbox"/> At least one (1) internal letter of recommendation (from faculty members at or above the rank considered, and not on search committee).</li> <li><input type="checkbox"/> One (1) college representative evaluation (rep should be at or above the rank considered).</li> </ul>	<p><b>For Associate and Professor Only</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Course evaluations. Provide an explanation of the teaching evaluation system and where the candidate ranks in the system.</li> <li><input type="checkbox"/> Teaching/Research/DEI statement.</li> <li><input type="checkbox"/> Copy of solicitation letter sent to external reviewers.</li> <li><input type="checkbox"/> Minimum five (5) external arm's length letters of recommendation from reviewers at or above the rank proposed. (More than five is highly desired.) Two (2) letters must be from reviewers suggested only by the department/search committee. No more than two (2) review letters from the same institution. (See ADAA website for guidance on arm's length criteria.) <i>Submit all letters received.</i></li> <li><input type="checkbox"/> Provide an <u>abridged</u> (one short paragraph) description of reviewer's credentials (generated in alpha order by SmartPath). Include the reviewer's relationship to the candidate and arm's length designation.</li> <li><input type="checkbox"/> At least two (2) internal letters of recommendation (from faculty members at or above the rank considered, and not on search committee).</li> <li><input type="checkbox"/> Two (2) college representative evaluations (reps should be at or above the rank considered).</li> <li><input type="checkbox"/> Draft offer letter if position is without tenure.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Appointment Activity Record form (AAR) or Waiver of Posting. (<i>Waivers of posting are requested by ADAA through HHRIS</i>)</li> </ul>	

**NOTE:** This list is not all inclusive. Refer to the ADAA website for more detailed requirements on each of the items listed above at <http://adaa.engin.umich.edu/admin/rh/> or contact Sherry Hall ([sfolsom@umich.edu](mailto:sfolsom@umich.edu)) with questions.