**Hiring Requirements:**

*Page 1 of 1*

This appointment is contingent upon the following:

1. Receipt of verification that you have resigned from your previous position by December 31, 2022.
2. The successful completion of any required criminal background check.
3. Proof of U.S. citizenship or the appropriate visa status for permanent employment and verification of eligibility to work within 3 days of your hire date. Upon acceptance of this offer, and if required for your immigration status, the Department will undertake simultaneous H-1B and Permanent Resident applications. The application cost for you will be paid by the Department. Any dependent costs are paid by you. The Department will pursue the standard Employment-Based - Category 2 for your permanent resident application or, upon review of your qualifications and advice of legal counsel, an EB-1 petition. Only one category of PR status will be requested and paid for by Department funds. Concurrent PR applications must be processed through a UM-approved attorney and all supporting documents must be signed by the Chair. The Department administrative staff can work with you to select an attorney should you decide to pursue the concurrent PR application

**University of Michigan Faculty Pay Schedule:**

The payroll system at Michigan pays 9-month academic year salaries for faculty over 12 months, on a pay cycle from July through June. On this schedule, the faculty member receives 1/12th of the academic year salary on the last working day of each month beginning in July and continuing through June of the following year. Appointments beginning August 29, 2022 provide 3/12s of the salary in the September pay and 1/12 in months October - June. Appointments beginning in January provide 1/12 of the academic year salary paid over 6 months (January – June). Additional summer support funds are paid based on the monthly academic year rate (1/9th). These summer payments are paid on the last working day of the requested summer month (June, July, August) and are included in the regular paycheck. The College of Engineering has an annual merit program based upon a review of progress with the Department Chair. Any associated pay increase is applied on the following September 1. Promotional pay increases associated with a change in rank are also awarded on September 1 following the successful review. Tenure status also changes at this time without an additional rate change**.**

**Benefits:**

The University of Michigan provides one of the most comprehensive benefits packages available to faculty throughout the country. The Benefits Office (<http://www.umich.edu/~benefits/>) provides information on the features of the benefits plans offered by the University of Michigan, allowing you to create a program best suited to your needs and those of your eligible dependent(s). Please be aware that you have 30 days after the first day of your appointment to enroll in University benefits.

**Summer Month Support:**

Beyond the startup period for summer support noted in the attached offer letter, summer appointments that are funded from sources that are discretionary to the faculty member require explicit approval of the Department Chair and Dean. The College of Engineering permits faculty members to fund two months of summer salary from their research and discretionary accounts. Faculty members who fund two months of summer salary from externally sponsored research are permitted to fund a third month of summer salary from their research or discretionary accounts if they meet certain criteria. The faculty member must meet all of the appropriate conditions for an appointment for a third month in the summer including a work expectation appropriate for the duration and pay associated with the appointment. Please note however that the University does not permit funding of more than 2.5 months on sponsored research funds, see SPG 201.4.The approval of the Department Chair and Dean is based on the Chair and Dean’s judgment that the expenditure on salary is the best use of the faculty research account under the particular circumstances.

**Conflict of Interest/Conflict of Commitment and Outside Interest Disclosure:**

The College of Engineering recognizes that faculty participate in a wide range of outside scholarly activities and encourages participation in sponsored research, consultation and other activities that benefit the individual, his or her department, the College, the University as a whole, and the wider community. At the same time, it is important that faculty members understand that their primary professional responsibilities and obligations are to the University of Michigan and ensure that these outside activities do not interfere with the expectations of the institution. As such, University policy allows faculty to consult for a maximum of four days per month during the academic year, and maintains this policy through the summer if the faculty member remains supported during this period by grants or College funds. If you have questions regarding your ability to seek outside employment or to engage in consulting work, please contact your department administrator. Certain immigration statuses may prohibit these activities; therefore, visa holders should additionally consult with the International Center. Please note, if you are coming to the University on an H-1B visa, you may not consult for a fee until you achieve residency.

Faculty in the College of Engineering are required to disclose their outside interests to their Department Chair through an annual disclosure process. For further details on this process and the policies that surround it, please consult: <http://www.engin.umich.edu/admin/adaa/disclosure/index.html>.