

**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.

**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 and sending it to the Associate Dean for Academic Affairs c/o Sherry Hall (sfolsom).

The request form should be accompanied by the CV of the preferred candidate (if applicable). Forms are available at: <http://adaa.engin.umich.edu/research-faculty/>.

**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

Anne Rhoades

Shirley Sindlinger

When CoE RPM Human Resources approves the posting they will assign a unique 4-digit Position Control Number (PCN). (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 of the new hire paperwork with a note to SSC to 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 via SmartPath 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 http://adaa.engin.umich.edu/research-faculty/](http://adaa.engin.umich.edu/research-faculty/)]. The required letter is sent via SmartPath.
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 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.

[See: [http://www.provost.umich.edu/faculty/promotion\\_guidelines/](http://www.provost.umich.edu/faculty/promotion_guidelines/)]

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 <https://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 copy of the Appointment Activity Record (AAR):

<https://hr.umich.edu/sites/default/files/appointment-activity-record.pdf>

*Note: The appointment casebook cannot be processed without all the above items (1 - 10).*

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

1. Please submit the casebook via SmartPath to the Office of the Associate Dean for Academic Affairs (Sherry Hall, sfolsom)
2. When the ADAA review is complete, the department will be notified by email.
3. If approved, the department makes offer to candidate, using the offer letter and MOU submitted in appointment casebook.
4. Department sends a copy of the signed offer letter, MOU, AAR, and necessary HR forms to complete the appointment to the CoE RPM Human Resources office (Anne Rhoades, rhoadesa). CoE RPM Human Resources will forward new appointment paperwork to SSC for processing.
  - a. New appointment paperwork includes the following as single PDF if possible:
    - i. [Appointment Request Form](#)
    - ii. Completed background check notice (if new UM hire)
    - iii. Signed offer letter and MOU
    - iv. [Supplemental Appointment Information Form](#)
    - v. [Faculty Personnel Record](#)
    - vi. Copy of CV
    - vii. [Appointment Activity Record](#), or waiver of posting (if applicable)

Note: If a new Research Investigator or new Assistant Research Scientist has an active regular appointment in UM, then the Department may submit a transfer PAR transaction (use reclassification as reason) with the above paperwork (iii to vii) attached to the PAR. CoE RPM Human Resources office (Anne Rhoades, rhoadesa) is to be listed as the final approver on the PAR.

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