

College of Engineering Associate Research Scientist and Research Scientist Appointment Procedures

The appointment of individuals to the rank of Associate Research Scientist and Research Scientist requires the approval of the Department, the Associate Dean for Academic Affairs, the College Executive Committee and the Vice President for Research.

A. Creating a New Associate Research Scientist or 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).

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 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 and submits it to the office of the ADAA, via Sherry Hall (sfolsom).

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/>]. The required letter is sent via SmartPath.
5. For associate research scientist and research scientist appointments, we request that you include a minimum of **5 external arm's length letters of review** in the casebook. Letters from persons who are at arm's length from the candidate, but whomay have a clear sense of the significance of the research, are of greater value. (Arm's-length means the reviewer is not from the candidate's home department, hasnot collaborated with the candidate, and does not have a personal relationship with the candidate.) The letters of recommendation should be truly evaluative. 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/appointment_guidelines/offer_guidelines.html] 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/>.
 - a. **Signatures on both the offer letter and memorandum of understanding should be obtained after ADAA approval is received.** 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):
<http://www.hr.umich.edu/hrris/forms/pdfs/apptactivityrecord.pdf>

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

Casebook Submission and Processing for Associate Research Scientist and 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: **An offer may *not* be made to the candidate until the casebook is approved.**