

**COLLEGE OF ENGINEERING
REQUEST FOR A JOINT/ADDITIONAL APPOINTMENT**

CHECK ONE: Initial Appointment Renewal

Visit <http://adaa.engin.umich.edu/admin/other-hr/> for additional requirements.

Faculty Name _____

Home Department _____

Home Unit _____

Home Title _____ FTE _____

Requested Department _____

Requested Title _____ FTE _____

Requested Effective Date _____ Requested End Date _____
(Initial Appointments for up to three years, renewals for up to five years)

Mentor (initial assistant professor appointments only): _____

List other appointments and % of effort:

To be completed by the requesting department: Include a brief account of how the appointment is a good fit for the department, and why the appointment makes sense. This account might describe contributions the faculty member will make through research, collaborations, mentoring and advising, teaching, or other activities, as well as ways in which their work will advance specific aims of the unit. (You may attach an additional page if space is necessary.) Include a short (two page) CV with the request.

Candidate Signature _____ Date _____

Chair of Home Department _____ Date _____
(CoE or non-CoE)

Dean's Office for Home Unit _____ Date _____
(Only if non-CoE)

Chair of Requested Department _____ Date _____
(CoE or non-CoE)

Dean's Office for CoE _____ Date _____

Requesting department uploads form and additional documentation as needed to their shared Executive Committee folder. Contact Sherry Hall, CoE ADAA Office (sfolsom@umich.edu) when uploaded or for questions.