

**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 submits the following to the Associate Dean for Academic Affairs:

- Appointment request form
- Candidate CV

**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

Kathy Boblitt

Shirley Sindlinger

**Research Faculty Hiring Teams:**

Department Personnel

Christina Truskowski

When RPM approves the posting they will assign a unique 4 digit Position Control Number. (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 with a note to HRRIS to request they 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 attached**]
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 who may 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, has not 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.  
[\[http://www.provost.umich.edu/faculty/promotion\\_guidelines/Attachment%20G.pdf\]](http://www.provost.umich.edu/faculty/promotion_guidelines/Attachment%20G.pdf)

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 offer letter, either standard or term limited **[see attached]**, and a copy of the memorandum of understanding **[see attached]**  
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 Statement of Understanding Regarding Responsibility for Bridging Support **[Form RS-2]** signed by the department chair (applicable to Assistant Research Scientists with terms of 3 or more years).
  11. 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 - 11).*

### **Casebook Submission and Processing for Associate Research Scientist and Research Scientist Appointments**

1. Please submit the casebook to the Office of the Associate Dean for Academic Affairs. (Sherry Hall, [sfolsom@umich.edu](mailto:sfolsom@umich.edu), 2446 LEC, 2102).
2. When the ADAA review is complete, the department will be notified by email.
3. The casebook will be submitted to the College of Engineering Executive Committee for approval.
4. If approved by the CoE Executive Committee, the casebook will be forwarded to OVPR for final approval and the department will be notified of the OVPR decision.
5. Once approved, the department will need to prepare the necessary HR forms to complete the appointment and forward these forms to the CoE Human Resources office

(Kathy Boblitt, [kboblitt@umich.edu](mailto:kboblitt@umich.edu), 2432 LEC, 2102). CoE Human Resources will forward appointment paperwork to Human Resources Records and Information Services (4073 Wolverine Tower 1281).

6. The department makes offer to candidate, using the offer letter and MOU submitted in appointment casebook.
7. Department sends a copy of the signed offer letter and MOU to the Office of the ADAA (2466 LEC).

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