

**Guidelines for Joint Academic Appointments  
Across Departments Within the Medical School  
at the University of Michigan**

Office of Faculty Affairs

September 2004

Joint academic faculty appointment(s) are implemented in a secondary or tertiary department for instances of substantial and ongoing academic or clinical collaboration beyond routine collegial interactions. The primary or home department usually is responsible for the initial paperwork. If the joint appointment is proposed after the faculty member already holds a primary appointment in the Medical School, then the secondary department is responsible for the paperwork. Joint appointments are extraordinary; they are not used for perfunctory title dissemination or routine recruitment enticements. They may be funded or unfunded (dry). Joint appointments, without tenure, can be initially requested for up to three years, and can be administratively renewed for additional years at the request of the department.

Joint appointments are made under the same criteria as appointments in the regular tracks to which they correspond. However, since the Medical School's various appointments and promotions Committees (ACAPT, APRAPT, CLINACAP and the Executive Committee) have already reviewed and approved the credentials of the faculty member for their current rank, a full committee review is not required for joint appointments across departments within the Medical School.

No Appointment Activity Record (AAR) is required for any secondary appointment, but departments are urged to be aware of the need for diversity among UMMS faculty.

**APPOINTMENT PACKET CHECKLIST**  
**for Joint Academic Appointments**  
**(Primary Appointment is not in the Medical School)**  
**New Appointment to Both Schools**  
**or**  
**New Additional Appointment to the Medical School**

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*For New Appointment to Both Schools: The Primary Department will be responsible for the paperwork, please submit copies of the following documents:*

*For New Additional Appointment to the Medical School (already holds appointment in other school), please submit originals of the following documents:*

- 1. Transmittal letter from the department chair(s) to our dean and Endorsement letter from the dean of the other school
- 2. Form B
- 3. Curriculum vitae in Medical School format
- 4. Five reprints (assistant professor level and above)—one copy of each
- 5. Bibliographic Notes
- 6. Letters of evaluation (minimum of five external for associate professor or professor; three to five for lower academic ranks, three of which may be internal)
- 7. Copy of letters used to solicit evaluations and list of external reviewers, that includes a brief statement regarding the qualifications of each reviewer.
- 8. Teaching evaluations/Educators Portfolio
- 9. Financial and personnel materials as appropriate -Appointment Request Form #36400 for Medical School Appt. (Primary department will collect the rest of the personnel forms.)
- 10. Final form of offer letter (draft should have been approved by Faculty Affairs)

**APPOINTMENT PACKET CHECKLIST**  
**for Joint Academic Appointments**  
**(Primary Appointment is in the Medical School)**  
**New Appointment to Both Departments**

or

**New Additional Appointment to Secondary Department**

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*For New Appointment to Both Departments: The Primary Department will be responsible for the paperwork for both appointments and will submit the packet as recommendation for both appointments.*

*For New Additional Appointment to the Secondary Department (already holds appointment in other medical school department), please submit originals of the following documents:*

- 1. Transmittal letter from the department chair(s) to the dean
  
- 2. Curriculum vitae in Medical School format
  
- 3. Financial and personnel materials as appropriate -Appointment Request Form #36400 for secondary department appt. (Primary department will collect the rest of the personnel forms.)
  
- 4. Final form of offer letter (draft should have been approved by Faculty Affairs)