

III. THE UNIVERSITY OF MICHIGAN MEDICAL SCHOOL GUIDELINES AND STEPS FOR FACULTY RECRUITMENTS

1. **The department or responsible administrative unit requests a new (incremental) position or requests to fill an existing position** by submitting an Environmental Impact Statement (EIS) form to the Faculty Affairs Office which describes the nature of the position desired including the track, title, the role of the position and how it will meet the needs of the department and missions of the Medical School.
2. **The Dean's approval for a new/existing position is returned to the department.** Faculty Affairs will contact the department with notification of the approval and the faculty position control number to be used. A copy of the approved EIS form is sent to the department.
3. **The department initiates the search process by appointing a search committee** to identify the minimum qualifications for the position, develop recruitment and interview procedures and candidate selection criteria.
4. **Posting and Advertising:** To ensure all qualified candidates are aware of open positions and have an opportunity to apply, open positions are posted on the UMjobs.org website. Postings notify the University and local community, as well as a national audience, of open position in the Medical School. External advertisements may also be placed in appropriate journals with an accompanying University affirmative action statement:
“The University of Michigan is an Affirmative Action/Equal Opportunity Employer.”
5. **The department completes and submits the Job Requisition to Faculty Affairs.** Faculty Affairs will review the Job Requisition for accuracy and EIS approval. Faculty Affairs will then submit the Job Requisition to the Employment Office for posting.
6. **The department is responsible for adhering to the following posting requirements** prior to the selection of a candidate for any faculty position:
 - **Instructional Track positions** - 60 days posting. The position should be posted on the University's Web site at least two months prior to a selection being made.
 - **Clinical Track positions** - 60 days posting. The position should be posted on the University's Web site at least two months prior to a selection being made.
 - **Research Track positions** - one week posting for Research Investigator. Thirty day posting for Research Assistant Professor and Assistant Research Scientist. If recruiting for senior level research appointments (Research Associate Professor, Research Professor, Associate Research Scientist, Research Scientist), 60 days posting is required.

- **Clinical Lecturers, Adjuncts, and Visiting Appointments** - no posting is required. (Note: It is strongly recommended that if the department anticipates appointing a Clinical Lecturer to an instructional, research, or clinical track position at any time in the future, the position should be posted at least 60 days prior to the anticipated appointment date. Clinical Lecturers are required to compete in a search for these positions. They are not automatically appointed into them.)

Waiver of Posting and Advertising - In rare instances, when only one candidate will be considered and there is no reason to notify others of the available position, a waiver of posting and advertising may be obtained from the University's Affirmative Action Office. Waivers are requested through the Faculty Affairs Office.

Legitimate reasons for waivers include:

- Spousal recruitment
- Expertise in a very limited field
- Appointment in a program to which they applied for (i.e. Biomedical Scholars Program)
- Only candidate for whom the appointment would be possible (e.g: University acquires a physician's practice)

Illegitimate reasons for a waiver:

- Department forgot to post or advertise the position
- Faculty member has a "friend" he or she would like to hire

- 7. Interviews and candidate selection are expected to be conducted in a consistent and fair manner.** Candidates who were interviewed, the dates they were interviewed and all candidates who were strongly considered must be recorded on the Appointment Activity Record (AAR).
- 8. After selection of final candidates, but prior to extending an offer,** use the following guidelines for offering faculty positions:

Junior Level Appointments (Clinical Lecturer, Assistant Professor, Research Investigator, Research Assistant Professor, Assistant Research Scientist, Clinical Instructor and Clinical Assistant Professor):

1. Submit draft offer letter and documentation of authorized and legitimate search as shown on AAR to the Faculty Affairs Office. Offers for Research Investigator, Research Assistant Professor and Assistant Research Scientist must also include a Memorandum of Understanding.
2. An offer letter can be sent to the candidate after review and approval by Faculty Affairs. Include a criminal background check authorization form with the offer letter.
3. Submit the completed criminal background check authorization form to the Faculty Affairs Office.
4. Submit appointment packet for review and approval by the appropriate advisory committee (ACAPT, APRAPT, CLINACAP) and the Executive Committee. Appointments at the level of Clinical Lecturer, Clinical Instructor, and Research Investigator are reviewed by the Assistant Dean for Faculty Affairs.

Senior Level Appointments (Associate Professor, Professor, Research Associate Professor, Research Professor, Associate Research Scientist, Research Scientist, Clinical Associate Professor and Clinical Professor):

1. Submit a Letter of Intent to Appoint and documentation of authorized and legitimate search as shown on AAR to the Faculty Affairs Office. Letter of Intent to Appoint can be sent to the candidate after review and approval by Faculty Affairs. Include a criminal background check authorization form with the Letter of Intent.
2. Submit the completed criminal background check authorization form to the Faculty Affairs Office.
3. Submit appointment packet for approval by ACAPT, APRAPT or CLINACAP.
4. Approval of appointment by Executive Committee.
5. Approval by Dean and Executive Vice President for Medical Affairs.
6. Approval by Provost and President. (Approval by the Vice President for Research is also required for Research Associate Professor, Research Professor, Associate Research Scientist, and Research Scientist appointments.)
7. Offer letter can be sent to the candidate after review and approval of draft letter by Faculty Affairs.
8. Approval by Regents. (Associate Professor and Professor only)

Processing Time

All instructional, research, clinical, and supplemental sequence appointment recommendations at the level of Assistant Professor, Research Assistant Professor, and Clinical Assistant Professor and above must be reviewed by the appropriate advisory committee and the Executive Committee. In addition, recommendations at the Associate Professor, Research Associate Professor, and Clinical Associate Professor and above require review by the Dean, the Executive Vice President for Medical Affairs, and the Provost and President. Because of multiple layers of review, please submit the appointment packet well in advance of the candidate's proposed start date. The following time frame provides a general guide:

- Clinical Lecturer, Research Investigator, Clinical Instructor = **30 days**
- Assistant Professor, Research Assistant Professor, Clinical Assistant Professor = **60 days**
- Associate Professor/Professor, Research Associate Professor/Research Professor, Associate Research Scientist/Research Scientist, Clinical Associate Professor/Clinical Professor = **90 days**