Chapter 5: Appointments

5.A General Principles

At the heart of a great university is an outstanding faculty. Individuals join the faculty through rigorous appointment procedures. Many of the most important aspects of appointment procedures are unit specific (e.g., outlined at the school, college, or departmental level) and may also differ.

5.B Criteria for Appointment and Promotion of Instructional Faculty

Specific appointment procedures as well as promotion schedules and standards vary from unit to unit, and many academic units have prepared statements about professional responsibilities, qualifications, and the criteria for appointment and promotion of instructional faculty. It is

5.C Instructional Faculty: Classifications

Subsections *
The tenure track faculty classifications are described below. Note: Tenure track professorial faculty may also hold additional appointments, such as adjunct instructional faculty, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct instructor, or adjunct lecturer.

The following titles may be used for clinical instructional appointments: clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, or clinical lecturer. Clinical instructional appointments are at appointment fractions of 50 percent or greater.
Under some circumstances, the University appoints lecturers who are not covered by the collective bargaining agreement between the University and the Lecturers’ Employee Organization (LEO). For such appointments, the title of lecturer is given to persons who do not appropriately fall

This group of instructional faculty are lecturers who are covered by the [collective bargaining agreement](https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/contracts) between the University and the Lecturers’ Employee Organization (LEO), under Academic Human Resources.
Adjunct instructional faculty are covered by the collective bargaining agreement between the University and the Lecturers’ Employee Organization (LEO) unless they also hold a tenure track professorial faculty appointment (see section 5.C.1 “Tenure Track Faculty” above).

To supplement the University’s instructional program, any academic unit may appoint professional practitioners in the community or within the University at appointment fractions below 50 percent as adjunct clinical professors, adjunct clinical associate professors, adjunct
To supplement the instructional program at the University, individuals whose ongoing employment responsibilities lie outside the University at another institution of higher education may be appointed as visiting professors, visiting associate professors, visiting assistant professors.

5.D Research Faculty
The term “research faculty” refers to persons appointed to titles in the research scientist and research professor tracks. Research faculty are members of the faculty whose primary effort is in research rather than instruction. Research faculty appointments are not tenure track appointments. The Institute for

The research scientist classifications are research scientist, associate research scientist, assistant research scientist, and research investigator. Faculty in these ranks carry out research in an academic environment and may participate in instructional activities. Each
The research professor classifications are research professor, research associate professor and research assistant professor. The provost and executive vice president for academic affairs and the vice president for research have delegated authority to the deans and major unit.

Supplemental research faculty consist of all ranks of adjunct and visiting research faculty. The term "adjunct" is used in conjunction with research faculty appointees whose primary employment responsibilities lie outside the University or in another capacity within the University. The
As mentioned above in 5.D.1, the Office of the Provost and the UM Office of Research have jointly adopted a University-wide set of guidelines for the appointment and promotion of research faculty.

5.E Librarians, Archivists, and Curators
Librarians at the University of Michigan hold academic appointments and are part of the faculty of the University (<a href="https://regents.umich.edu/governance/bylaws/regents/meetings/meeting-archives-bylaws-regents-ordinance-seal-trademarks-and-copy-right-office-of-vice-president-and-secretary-of-the-university" target="_blank">link</a>).

Archivists within the University of Michigan hold academic appointments and are part of the faculty of the University (<a href="https://regents.umich.edu/governance/bylaws/regents/meetings/meeting-archives-bylaws-regents-ordinance-seal-trademarks-and-copy-right-office-of-vice-president-and-secretary-of-the-university" target="_blank">link</a>).
Curators within the University of Michigan hold academic appointments and are part of the faculty of the University (https://regents.umich.edu/governance/bylaws/regents-meetings-meeting-archives-bylaws-regents-ordinance-seal-trademarks-and-copy-right-office-of-vice-president-and-secretary-of-the-university).

Promotion may be obtained by transferring to a position classified at a higher level or after a period of years of meritorious service in the same position. Specific procedures for promotion may vary among the units. Librarians, archivists, and curators should consult their immediate supervisors.
5.F Types of Appointments

Subsections *

Heading *
5.F.1 Academic-Year Appointments

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These are commonly referred to as University-year appointments. See section <a href="https://facultyhandbook.provost.umich.edu/5-f-types-of-appointments/#5-f-9-university-year-appointments-academic-year-appointments">5.F.9 "University-year Appointments (Academic-year Appointments.)"</a>

Heading *
5.F.2 Additional Appointments

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Additional appointments are appointments that extend the term of service of faculty on University-year appointments. Instructional faculty who are on university-year appointments may receive additional appointments not to exceed two months beyond the university-year appointment in Ann Arbor and UM-Flint
Annual appointments are twelve-month appointments. Instructional faculty members on annual appointment perform academic duties for eleven months and receive one month of paid vacation.

Annual appointments are twelve-month appointments. Instructional faculty members on annual appointment perform academic duties for eleven months and receive one month of paid vacation. See handbook section <a href="https://facultyhandbook.provost.umich.edu/6-h-joint-appointments/">6.H "Joint Appointments."</a>
Multi-year appointments are term appointments for more than one year. Instructors and assistant professors, and associate and full professors when appointed without tenure, may be appointed for terms of up to four years within the probationary period. Under the terms of the collective bargaining:

Open-ended appointments are appointments that do not have a specified ending date. Tenured instructional faculty and most research faculty (including research scientists and research professors), librarians, curators, and archivists hold open-ended appointments. An
A faculty member with less than 80% effort may wish to consider the impact of appointment level changes on <a href="https://hr.umich.edu/benefits-wellness">benefits</a>. Also see <a href="http://spg.umich.edu/policy/201.13">SPG 201.13</a> and section <a href="https://facultyhandbook.provost.umich.edu/6-i-parti..."

Term appointments are appointments for a fixed period of time. Adjunct and visiting instructional faculty appointments are always closed-ended appointments. Term appointments vary in length of time but are often for one or two years. Most lecturer appointments (and some adjunct appointments) are
The University conducts three full academic terms each year: fall (Term I), winter (Term II) and the spring and summer half terms (Terms III-A and III-B). A University-year appointment is composed of two of the three full terms. On the Ann Arbor and UM-Flint campuses, a University-year appointment is for

5.G Appointments: Other Considerations
A faculty member who accepts a tenure track or tenured position at the University of Michigan must resign from any tenure track or tenured position held at another institution of higher education prior to the start date of the U-M appointment(s). Exceptions to this policy must be approved by the dean and by the

Many faculty members have partners who are accomplished professionals in their own right. Therefore, the University's ability to recruit and retain faculty often hinges on dual career partners' ability to find suitable employment or other career opportunities. In response, the
Faculty at the University of Michigan, by virtue of being employees of the State of Michigan, are required by law to subscribe to the following constitutional oath of office before beginning work: "I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the

At the University there shall be neither favoritism toward nor discrimination against any individual in appointment, promotion, wages, hours, or other conditions of employment based upon that individual’s being a “relative” of or having a close personal relationship or
A Fitness for Duty policy was adopted to help assure the safety and health of individuals in the University community and others with whom they come in contact while performing their duties; to establish procedures by which the University can evaluate an employee's ability to safely and competently perform their duties.

The University provides assistance in obtaining Temporary Work Visas (H-1) for international instructional faculty and will consult on procedures for obtaining permanent residency status. Hiring units are urged to contact the International Center before making an offer of employment to a non-U.S. citizen.
5.H Termination of Appointments

Faculty appointments can terminate for a variety of reasons. Whatever the situation, the University seeks to conclude the employment relationship in a way that fairly and appropriately recognizes the needs of both the faculty member and the University. See details in the following handbook sections.

5.I Resignations and Retirements

5.I.1 Research Faculty, Librarians, Archivists, and Curators

It is requested that any individual in a research faculty (research professor or research scientist), librarian, archivist, or curator appointment (all ranks) who is resigning will give

5.J Status of Appointments When Academic Programs are Discontinued

Subsections *
5.J.1 Instruct

Existing procedures for notice of non-reappointment for non-tenured instructional faculty should be followed when a program is scheduled for The procedures are the same as those followed in the case of non-reappointment for any other...

5.J.2 Other F

Existing procedures for reduction in the workforce will be followed for non-instructional faculty who are affected by the decision to close a program. See section <a href="https://facultyhandbook.provost.umich.edu/5-l-reduction-in-force-termination/">5.L “Reduction in Force/Termination.”</a>
5.K Non-reappointment of Instructional Faculty

When a decision is made not to reappoint a member of the regular instructional faculty, the faculty member is notified as soon as possible, but in any event, not later than the minimum time period set forth in <a href="https://spg.umich.edu/policy/201.88">SPG 201.88</a>. These guidelines also apply in the case of...
The University endeavors to provide stable employment for all its faculty members, including librarians, archivists, and curators. However, the University may find it necessary in certain situations to reduce its faculty for an indefinite period. If so, notice of at least 90 days should be provided.

### 5.M Cessation of Funding for Appointments Supported by Grants and Contracts

Subsections *
Appointments of instructional faculty to positions paid in whole or in part from grants or limited term contracts are subject to the following specific provisions in the event that these funds cease. Those who were tenured before the funding ceased are restored to their tenured appointment status.

Research professors are encouraged to consult with their appointing unit for bridging support should their sponsored funding lapse. The decision to provide bridging support is at the discretion of the appointing unit. The provision of bridging support generally assumes the resumption of funding at the end of the bridging period.
Research scientists may be eligible to apply to their appointing unit for bridging support should their sponsored funding lapse. The decision to provide bridging support is at the discretion of the appointing unit. The provision of bridging support generally assumes the resumption of funding at the end of the bridging period.

5.N Termination for Cause

Subsections *
See handbook section [6.L "Termination for Cause."]

Research faculty (research professor and research scientist tracks), librarians, archivists, and curators may be dismissed for failure to meet the requirements of their position or for conduct that violates University policy or criminal law, or which interferes with the orderly and efficient operation.