

# Chapter 5: Appointments

## 5.A General Principles

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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

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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 \*

Heading \*

5.C.1 Tenur

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1

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

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5.C.2 Clinica

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2

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,

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5.C.3 Lectur

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3

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

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5.C.4 Lectur

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4

This group of instructional faculty are lecturers who are covered by the <https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/contracts>>collective bargaining agreement</a> between the University and the Lecturers' Employee Organization (LEO), under Academic Human Resources

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5.C.5 Adjunc

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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).

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5.C.6 Adjunc

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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

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5.C.7 Visitin

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7

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,

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## 5.D Research Faculty

Subsections \*

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5.D.1 Introd

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1

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

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5.D.2 Resea

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2

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

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5.D.3 Resea

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3

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

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5.D.4 Suppl

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4

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

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5.D.5 Promo

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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 <https://research.umich.edu/research-resources/research-faculty-affairs/>guidelines for the appointment and promotion of research faculty.

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## 5.E Librarians, Archivists, and Curators

Subsections \*



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5.E.1 Librari

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1

Librarians at the University of Michigan hold academic appointments and are part of the faculty of the University ([Heading \\*](https://regents.umich.edu/governance/bylaws/regents-meetings-meeting-archives-bylaws-regents-ordinance-seal-trademarks-and-copy-right-office-of-vic-e-president-and-secretary-of-the-unive</a></p></div><div data-bbox=)

5.E.2 Archivi

Text \*

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2

Archivists within the University of Michigan hold academic appointments and are part of the faculty of the University ([Page 9](https://regents.umich.edu/governance/bylaws/regents-meetings-meeting-archives-bylaws-regents-ordinance-seal-trademarks-and-copy-right-office-of-vic-e-president-and-secretary-of-the-unive</a></p></div><div data-bbox=)

Heading \*

5.E.3 Curato

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3

Curators within the University of Michigan hold academic appointments and are part of the faculty of the University ([Heading \\*](https://regents.umich.edu/governance/bylaws/regents-meetings-meeting-archives-bylaws-regents-ordinance-seal-trademarks-and-copy-right-office-of-vic-e-president-and-secretary-of-the-unive</a></p></div><div data-bbox=)

5.E.4 Promo

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4

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

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## 5.F Types of Appointments

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5.F.1 Acade

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1

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These are commonly
referred to as
University-year
appointments. See
section <a
href="https://facul
tyhandbook.provost.
umich.edu/5-f-types
-of-appointments/#5
-f-9-university-yea
r-appointments-acad
emic-year-appointme
nts">5.F.9
"University-year
Appointments
(Academic-year
Appointments.)"</a>
```

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5.F.2 Additio

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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
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5.F.3 Annual

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3

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.

Heading \*

5.F.4 Joint A

Text \*

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Visual Text

4

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 <https://facultyhandbook.provost.umich.edu/6-h-joint-appointments/>>6.H "Joint Appointments."

Heading \*

5.F.5 Multi-y

Text \*

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5

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

Heading \*

5.F.6 Open-

Text \*

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6

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

## Heading \*

### 5.F.7 Partial

#### Text \*

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#### Visual Text

7

A faculty member with less than 80% effort may wish to consider the impact of appointment level changes on [benefits](https://hr.umich.edu/benefits-wellness). Also see [SPG 201.13](http://spg.umich.edu/policy/201.13) and section <https://facultyhandbook.provost.umich.edu/6-i-parti>

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### 5.F.8 Term

#### Text \*

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8

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

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5.F.9 Univer

Text \*

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9

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

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## 5.G Appointments: Other Considerations

Subsections \*

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5.G.1 Confl

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1

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

Heading \*

5.G.2 Dual C

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2

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



Heading \*

5.G.3 Empla

Text \*

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Visual Text

3

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

Heading \*

5.G.4 Favori

Text \*

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4

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

Heading \*

5.G.5 Fitness

Text \*

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5

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

Heading \*

5.G.6 Intern

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6

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

Heading \*

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## 5.H Termination of Appointments

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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

## 5.I Resignations and Retirements

Text \*

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**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 \*

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5.J.1 Instruct

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1

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<ul>

<li>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
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5.J.2 Other F

Text \*

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2

```
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://facul
tyhandbook.provost.
umich.edu/5-l-reduc
tion-in-force-termi
nation/">5.L
"Reduction in
Force/Termination."
</a>
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## 5.K Non-reappointment of Instructional Faculty

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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 <https://spg.umich.edu/policy/201.88>>SPG 201.88.</a> These guidelines also

## 5.L Reduction in Force/Termination

Subsections \*

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5.L.1 Resear

Text \*

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Visual Text

1 When a school, college, center, or institute decides that it is necessary to terminate the appointment of a research faculty member (research professor and research scientist tracks) during the term of appointment, a minimum notice of 90 calendar days is required regardless of length of

Heading \*

5.L.2 Librari

Text \*

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2

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

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

Subsections \*

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5.M.1 Instru

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1

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

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5.M.2 Resea

Text \*

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2

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

Heading \*

5.M.3 Resea

Text \*

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3

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

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## 5.N Termination for Cause

Subsections \*



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5.N.1 Instru

Text \*

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1

See handbook section [6.L](http://www.pr<br/>ovost.umich.edu/fac<br/>ulty/handbook/6/6.L<br/>.html)  
"Termination for  
Cause."

Heading \*

5.N.2 Resea

Text \*

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2

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

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