

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 for instructional faculty and other types of faculty, as described in sections 5.B “Criteria for Appointment and Promotion of Instructional Faculty” through 5.E “Librarians, Archivists, and Curators.” Nonetheless, some general principles are important, including the following:

Openness: Tenured, tenure-track, and certain other faculty positions for which units are seeking appointees must be posted and advertised or—in very special circumstances—a waiver of that posting and advertising must be obtained from the Office of University Human Resources. Posting, hiring, and notification of hiring decisions for librarians, archivists, and curators is governed by Article XX of the [LEO-GLAM collective bargaining agreement](#). Librarians, Archivists, and Curators are covered by the [LEO-GLAM collective bargaining agreement](#), which establishes the terms and conditions of their employment.

Faculty Participation: University- wide faculty committees regularly advise the president and the provost and executive vice president for academic affairs on personnel matters, as do the deans and executive committees of the schools and colleges. Searches to fill open faculty positions are usually conducted by faculty committees. A close working relationship between faculty members and the administration on matters concerning faculty appointments is encouraged.

Diversity: Merely meeting minimum affirmative action requirements is not sufficient to produce equal employment opportunity and a faculty of the highest quality. To achieve the heterogeneous pool of highly qualified, intellectually diverse candidates needed for faculty and academic administrative positions, the University engages in broad searches and vigorous recruiting. Through the [Provost’s Faculty Initiatives Program](#) (PFIP), the provost’s office assists the schools, colleges, and other academic units in their efforts to recruit and retain a world-class faculty. See [Chapter 2, “Diversity and Nondiscrimination.”](#)

Authority: Offers of employment of any faculty position can be made only by persons authorized by the University in accordance with the [Bylaws of the Board of Regents](#). Typically, each school, college, or other academic unit has specific procedures whereby the governing faculties, executive committees, and deans or directors decide on recommendations for offers of faculty appointments. On the Ann Arbor campus, unit recommendations for the faculty appointments included in the list provided below are forwarded to the provost and executive vice president for academic affairs for recommendation of approval, and then to the president:

- Professor (with or without tenure)
- Associate professor (with or without tenure)
- Clinical professor
- Clinical associate professor
- Research professor
- Research associate professor

For research scientists and associate research scientists, recommendations approved by the dean or director and executive committee are forwarded to the vice president for research for approval. At the UM-Dearborn and UM-Flint campuses, appointments are sent by the deans to that campus' provost and vice chancellor for academic affairs, then to the chancellor, and finally to the president. The Board of Regents approves and appoints members of the instructional faculty with the rank of associate or full professor. Appointments of other members of the instructional faculty are reported to the board ([Chapter V: The Faculties and Academic Staff](#) bylaw 5.08).

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 essential that all faculty members familiarize themselves with their unit-level statements. For the most part, however, these statements reflect and amplify the following general principles adopted by the Board of Regents:

Qualifications for Appointment and Promotion in the Several Faculties of the University of Michigan

Since the University of Michigan is responsible for maintaining high standards of teaching, research, and service to the people of the state in a wide variety of fields, it is essential that its faculties be composed of men and women with superior personal and professional qualifications. The following statement is issued for the guidance of administrative officers and of other members of the staff who are responsible for ensuring that all persons appointed or promoted in the several faculties are thoroughly qualified to discharge the duties of their respective positions.

1. Teaching. Essential qualifications for appointment or promotion are character and the ability to teach, whether at the undergraduate or the graduate level. Some of the elements to be evaluated are experience, knowledge of subject matter, skill in presentation, interest in students, ability to stimulate youthful minds, capacity for cooperation, and enthusiastic devotion to teaching. The responsibility of the teacher as a guide and friend properly extends beyond the walls of the classroom into other phases of the life of the student as a member of the University community. It also involves the duty of initiating and improving educational methods both within and outside the departments.
2. Research. All members of the faculties must be persons of scholarly ability and attainments. Their qualifications are to be evaluated on the quality of their published and other creative work, the range and variety of their intellectual interests, their success in training graduate and professional students in scholarly methods, and their participation and leadership in professional associations and in the editing of professional journals. Attainment may be in the realm of scientific investigation, in the realm of constructive contributions, or in the realm of the creative arts.
3. Service. The scope of the University's activities makes it appropriate for members of the [instructional faculty] to engage in many activities outside of the fields of teaching and research. These may include participation in committee work and other administrative tasks, counseling, clinical duties, and special training programs. The

University also expects many of its [instructional faculty] to render extramural services to schools, to industry, to local, state, and national agencies, and to the public at large.

Appointment and Promotion

In making their recommendation for either appointment or promotion, the responsible departments and colleges will study the whole record of each candidate. To warrant recommendation for initial appointment, candidates must have given evidence either here or elsewhere of their ability to handle satisfactorily the duties of the positions in question. To warrant recommendation for promotions, candidates must have shown superior ability in at least one phase of their activities and substantial contribution in other phases. Naturally, persons who make a distinguished contribution in all aspects of their work may expect more rapid promotion than persons of more limited achievement.

Promotion is not automatic nor does it simply depend on length of service. All promotions are recommended and made on the basis of demonstrated merit. The University endeavors to recognize distinguished performance by adequate increases in salary and early promotion. For this reason a call to another position is not by itself considered a sufficient reason for promotion but may be one of the factors to be taken into consideration in the timing of a promotion.

It is assumed that, as members of the [instructional faculty] mature in experience, they will become more effective teachers and scholars. To that extent the qualifications for appointment and promotion will be progressively more exacting at each successive rank. In particular, promotion to the rank of associate professor, which entails indeterminate tenure, will be approved only when a person has given such clear evidence of ability that they may be expected, in due season, to attain a professorship.

Adopted by the Board of Regents April 1935

Revised April 1954

For more information about promotions for instructional faculty, see [Chapter 6 "Tenure"](#).

5.C Instructional Faculty: Classifications

5.C.1 Tenure Track Faculty

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.

Professor and Associate Professor

The title of professor or associate professor is given only to persons of established professional position and demonstrated scholarly or creative ability. The difference between the two ranks is primarily one of achievement. Unless otherwise specified, appointments with these titles are with tenure. An appointment with either title may be made without tenure. Members of the tenured professorial faculty are appointed by the Board of Regents on recommendation of:

- the appropriate dean or executive committee, and
- at the Ann Arbor campus by the provost and executive vice president for academic affairs, or
- at the UM-Dearborn or UM-Flint campus by the chancellor, and
- on all campuses, by the president.

Assistant Professor

The title of assistant professor is given to persons of proven ability who have acceptable experience (a) at the rank of instructor at the University, instructor or higher at another institution, or (b) in professional work. Appointments are without tenure but are tenure-track. They are appointed by the president and chancellor (UM- Dearborn and UM-Flint campuses) on recommendation of the dean and the executive committee of the appropriate school or college.

Instructor

The title of instructor is given to persons who hold a doctorate or its equivalent in professional experience, or who have completed a major part of the work toward a doctorate, and have shown evidence of special ability as a teacher or scholar. Appointments are made either for one term or, in the case of persons with proven ability, for not more than four years. Appointments are without tenure but are tenure-track. They are appointed by the president (Ann Arbor campus) or chancellor (UM-Dearborn and UM- Flint campuses) on recommendation of the dean and executive committee of the appropriate school or college.

Appointments to the regular instructional faculty with the title of professor and associate professor are made with tenure unless otherwise specified. Appointments as assistant professor or instructor may be for terms of up to four years and are without tenure. If the term of appointment is not specified, it is for one year. Instructor, assistant professor, associate professor, and professor appointments are tenure-track appointments. Tenure-track appointments of at least 80% effort accumulate time on the tenure clock. See handbook section [6.C “Tenure Probationary Period” \(Chapter VI. Schools and Colleges: Program Definitions](#) bylaw 5.08; [SPG 201.13](#); [SPG 201.34-1](#)).

Regental approval is required for all tenured appointments and for non-tenured appointments of professors and associate professors. Only the regents have authority to grant tenure and thus no one except the Board of Regents has authority to promise tenure (bylaw 5.08). On the Ann Arbor campus, all promotions of regular instructional faculty require approval by the provost and executive vice president for academic affairs. At UM-Flint and UM- Dearborn campuses, the chancellor takes tenure recommendations to the president. See handbook [Chapter 6 “Tenure”](#).

5.C.2 Clinical Instructional Faculty

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, and are without tenure.

The emphasis on these appointments is on clinical/practice and teaching skills. Criteria for clinical appointments should be consistent with those for regular instructional faculty to the extent applicable. Standards for promotion within the clinical track should follow the same protocols used for promotion of instructional-track faculty.

Appointments to the clinical faculty track are based on recommendations by the dean to the president for reporting to the Board of Regents. On the Ann Arbor campus, all appointments of clinical associate professors and clinical professors and all promotions to those ranks require the approval of the provost and executive vice president for academic affairs. Within the Medical School, approval of the executive vice president for medical affairs and dean is also required. At UM-Flint and UM-Dearborn campuses, the chancellor must approve appointments at the associate or full rank. Clinical appointments are not tenure-track appointments ([Chapter VI. Schools and Colleges: Program Definitions](#) bylaw 5.23).

An academic unit may be authorized to appoint clinical instructional faculty to support its instructional program only if the school or college has adopted a policy authorizing such appointments in accordance with its bylaws and the policy has been approved by the appropriate provost, chancellor (UM-Flint and UM-Dearborn), president, and the Board of Regents.

Appointments to the clinical track are for a fixed term, cannot exceed seven years in duration, and may be renewed. The appropriate school or college will establish appointment and promotion criteria. The school or college bylaws may further define the rights and responsibilities of clinical faculty, consistent with the Regents' bylaws.

Clinical assistant professors, clinical instructors, and clinical lecturers are appointed by the president and chancellor (UM-Dearborn and UM-Flint campuses) on recommendation of the chair or director of the appropriate academic department or program and the dean of the appropriate school or college.

Clinical professors and clinical associate professors are appointed by the president and chancellor (UM-Dearborn and UM-Flint campuses), on recommendation of the chair or director of the appropriate academic department or program; the dean of the appropriate school or college; and the appropriate provost.

5.C.3 Lecturers

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 in the other ranks this policy describes.

Appointments are made either for one term or, in the case of persons of proven ability, for not more than four years, and are without tenure. They are appointed by the president and chancellor (UM-Dearborn and UM-Flint campuses) on recommendation of the dean and executive committee of the appropriate school or college.

Lecturer appointments are not tenure track, are always of a fixed duration, and are usually temporary appointments for one or two terms. In some cases, lecturer appointments may be for a longer period, not to exceed four years, and may be renewed.

5.C.4 Lecturers Covered Under a Collective Bargaining Agreement

This group of instructional faculty are lecturers who are covered by the [collective bargaining agreement](#) between the University and the Lecturers' Employee Organization (LEO), under Academic Human Resources (see Contracts).

5.C.5 Adjunct Instructional Faculty Covered Under a Collective Bargaining Agreement

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).

Please refer to the [Agreement](#) between the University of Michigan and LEO.

5.C.6 Adjunct Clinical Instructional Faculty

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 clinical assistant professors, adjunct clinical instructors, or adjunct clinical lecturers.

Appointments as adjunct clinical instructional faculty are on an annual or shorter basis and are without tenure. The school or college will establish appointment and/or promotion criteria.

They are appointed by the president and chancellor (UM-Dearborn and UM-Flint) on recommendation of the dean and executive committee of the appropriate school or college.

Criteria for appointment to these ranks should be consistent with those for regular instructional faculty to the extent applicable. The specific conditions of these appointments, including the degree of participation in departmental affairs, are unit-specific. See [SPG 201.34-1](#).

The term "adjunct" is assigned to instructional faculty members in any rank whose primary employment responsibilities lie outside the University or in another capacity within the University. Appointments as adjunct instructional faculty are part-time, on an annual or shorter basis, and are not tenured appointments (bylaw [5.22](#)).

The term "adjunct clinical faculty" is assigned to professional practitioners in the community or within the University who assume teaching responsibilities in the regular curriculum (bylaw [5.23](#)).

As of January 1, 2008, 16 academic units on the Ann Arbor campus have established clinical tracks: A. Alfred Taubman College of Architecture and Urban Planning; Penny W. Stamps School of Art & Design; Stephen M. Ross School of Business; School of Dentistry; Marsal Family School of Education; School of Information; School of Kinesiology; Law School; College of Literature, Science and the Arts; Medical School; School of Music Theatre & Dance; School of Nursing; College of Pharmacy; School of Public Health; Gerald R. Ford School of Public Policy; and School of Social Work. On the UM-Flint campus, the School of Health Professions and Studies and the School of Education and Human Services have established a clinical track. Criteria and terms for clinical appointments are determined by the units and must be approved by the Regents.

5.C.7 Visiting Instructional Faculty

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, visiting instructors,

visiting lecturers, visiting clinical professors, visiting clinical associate professors, visiting clinical assistant professors, visiting clinical instructors, or visiting clinical lecturers.

Appointments as visiting instructional faculty are for one year or less, may be extended only under unusual circumstances, and are without tenure. Visiting instructional appointments may be made at any rank but must be consistent with the individual's professional stature. The school or college will establish appointment criteria for this set of titles.

They are appointed by the president and chancellor (UM-Dearborn and UM-Flint) on recommendation of the dean and executive committee of the appropriate school or college.

Criteria for appointment to these ranks should be consistent with those for regular instructional faculty to the extent applicable. The specific conditions of these appointments, including the degree of participation in departmental affairs, are unit-specific. See [SPG 201.34-1](#).

The term "visiting" is used for persons primarily identified with another institution of higher education who assume some teaching responsibility at the University of Michigan and for persons whose employment with the University will be explicitly temporary. The specific conditions of all these appointments are determined by each school and college, but usually these appointments are for one year or less and may be extended only under unusual circumstances. They are not tenured appointments. See [SPG 201.34-1](#).

5.D Research Faculty

5.D.1 Introduction

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 Social Research (ISR) is authorized to award "ISR Tenure," offered at and secured by the resources of ISR. See Proceedings of the Board of Regents, November, 1968. However, a close correspondence is intended between the instructional ranks and the research faculty ranks, in both the criteria of competence and achievement and in the mechanics and procedures for applying these criteria in appointments and promotion ([Chapter VI. Schools and Colleges: Program Definitions](#) bylaw 5.24).

Research faculty are encouraged to participate in educational activities to the degree consistent with their research responsibilities. When appropriate, they may contribute to seminars, classes and symposia as may be arranged with the instructional department. In many cases, research faculty can assist in the research training of dissertation candidates or post-doctoral trainees. The manner in which instructional activities are included in determining promotion and advancement depends upon the policies of the individual units. See section 5.D.5 "Promotions of Research Faculty" for additional information about promotion.

Depending on the unit, research faculty appointments may be made in two separate tracks, the research professor track and the research scientist track.

On September 1, 2009, the Office of the Provost and the Office of the Vice President for Research (now the University of Michigan Office of Research, or UMOR) jointly adopted a University-wide set of

[guidelines for the appointment and promotion of research faculty](#). Key changes to the guidelines include revised criteria for appointing and promoting research faculty, a time-in-rank limit of four years for research investigators, a required third-year review by the appointing school, college, or unit for assistant research scientists and research assistant professors, and a required six-year review by the appropriate central office(s) for assistant research scientists and research assistant professors. Contingent on approval from the Office of the Provost and UMOR, the schools, colleges, and other appointing units may add unit-specific procedures and processes to their appointment and promotion guidelines in an appendix to the required guidelines.

5.D.2 Research Scientist Track

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 school, college, and research unit that employs individuals on the research scientist track is required to have written guidelines, approved by the vice president for research, that outline the criteria for the appointment and promotion of research scientists. Appointment to all ranks of research scientist must follow the unit's guidelines. The vice president for research has delegated authority to the deans and major unit directors to appoint research investigators and to appoint or promote individuals to the rank of assistant research scientist.

Appointments at the associate research scientist and research scientist ranks require approval by the vice president for research before an offer may be extended. The administration of the research scientist track is the responsibility of the vice president for research, and appointment materials, promotion dossiers, and inquiries should be routed accordingly ([Chapter VI. Schools and Colleges: Program Definitions](#) bylaw 5.24).

5.D.3 Research Professor Track

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 directors to appoint and promote individuals to the rank of research assistant professor. Appointments at the associate research professor and research professor ranks require approval by the provost and executive vice president for academic affairs (Ann Arbor campus) and by the vice president for research before an offer may be extended. The administration of the research professor track is the responsibility of the provost and executive vice president for academic affairs, and appointment requests, promotion dossiers, and inquiries should be routed accordingly ([Chapter VI. Schools and Colleges: Program Definitions](#) bylaw 5.24).

5.D.4 Supplemental Research Faculty ("Adjunct" and "Visiting")

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 specific conditions appropriate for the use of adjunct titles are determined by each school, college and unit.

Continuation of appointments of adjunct research faculty is reviewed by the dean or director and the executive committee, if any, each year.

The term “visiting” is used in conjunction with research faculty ranks for appointees who participate in the research function and are identified primarily with another institution of higher learning. The specific conditions appropriate for the use of visiting titles are determined by each school, college or unit. The criteria applied in initial appointment recommendations conform to the criteria used in determining appointments to regular ranks.

5.D.5 Promotions of Research Faculty

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](#).

Contingent on approval from the Office of the Provost and UMOR, the schools, colleges, and other appointing units may add unit-specific procedures and processes to their appointment and promotion guidelines in an appendix to the required guidelines.

Each employing unit provides a system of peer review prior to initial appointment and in awarding promotions. A promotion may be initiated by the employing unit or result from a request by a research faculty member. (SPG 201.03) In the research scientist track, promotions are approved by the vice president for research on recommendation by the chair of the department and the dean or director, and the executive committee where applicable.

Promotions of individuals on the research professor track also require the approval of the provost and executive vice president for academic affairs (Ann Arbor campus). In the Medical School, approval of the executive vice president for medical affairs and dean is also required.

5.E Librarians, Archivists, and Curators

5.E.1 Librarians

Librarians at the University of Michigan hold academic appointments and are part of the faculty of the University ([Chapter VI. Schools and Colleges: Program Definitions](#) bylaw 5.01).

In recognition of the changing intellectual and technical information environment, libraries and archives are no longer viewed as only the physical repositories of knowledge but have evolved into intellectual learning centers. Librarians therefore have important educational, research, and service roles at the University. They provide bibliographic access and information services needed to support the programs of the University and to maintain the University’s libraries as a resource; sustain an active interest in developments in librarianship; participate in appropriate professional meetings; and serve on library, University, and professional association committees. See handbook section [3.K “University of Michigan Libraries and Museums \(Ann Arbor Campus\)”](#) for an overview of libraries and section [21.K “Libraries.”](#)

On the Ann Arbor campus, the appointment of librarians in the University library is handled through the University Library Office of Human Resources. The supervisor interviews applicants and recommends appointment, subject to the approval of the department head, the appropriate deputy or assistant

director or manager and the University Librarian and Dean of the Libraries, and in accord with Article XI of the [LEO-GLAM collective bargaining agreement](#). Similar appointment procedures are followed within the administrative structure of other independent libraries on the Ann Arbor campus.

Librarians are classified as:

- librarian
- senior associate librarian
- associate librarian
- assistant librarian

Classification of librarian positions in the four ranks is determined by the appointing unit University library and the Law Library through classification committees which make recommendations to their respective directors. In Kresge Library Services, the classification committee makes recommendations in consultation with the dean. The classification of librarian positions in other independent libraries and units on the Ann Arbor campus is done by the University Library Classification Evaluation Committee. Through these processes, all new positions in the respective units are evaluated to determine the appropriate classification and to review positions periodically for possible reclassification.

Some administrative positions, such as university librarian and dean of libraries, are outside this classification scheme are not included in the LEO-GLAM bargaining unit, and are appointed by and report to the Office of the Provost.

5.E.2 Archivists

Archivists within the University of Michigan hold academic appointments and are part of the faculty of the University ([Chapter VI. Schools and Colleges: Program Definitions](#) bylaw 6.01). Because of the changing intellectual and technical information environment, archives are no longer viewed as only the physical repositories of research materials but have evolved into intellectual learning centers. Archivists therefore perform a number of functions at the University, including educational, research and service roles. They provide research resources to students and faculty (as well as to the broader scholarly public), introduce users to the process of archive-based research, sustain an active interest in developments in related professional organizations, and serve on appropriate University and professional association committees. Article XI of the [LEO-GLAM collective bargaining agreement](#) governs Archivists appointments.

Archivists are classified as:

- archivist
- senior associate archivist
- associate archivist
- assistant archivist

Classification of positions in the four basic ranks is determined by the appropriate archival unit and University Human Resources. Because the Bentley Historical Library has the greatest number of archivists of any unit on the campus, its classification scheme is taken as a model. New positions within the archival ranks are usually defined in conjunction with the interested unit, the Bentley Library, and University Human Resources. Some administrative positions such as director of the Bentley Historical Library, fall outside the classification scheme, are not included in the LEO-GLAM bargaining unit, and are

appointed by and report to the Office of the Provost.

5.E.3 Curators

Curators within the University of Michigan hold academic appointments and are part of the faculty of the University ([Chapter VI. Schools and Colleges: Program Definitions](#) bylaw 6.01). Though sometimes separately administered, the collections of the University are seen as an integral part of the academic mission of specific units on the campus, in education, research, and service. They provide materials considered integral to teaching and research. Curators convey a knowledge of specific collections that is essential to the processes by which these materials can be used. Curators sustain an active interest in developments in their respective professional roles. They participate in appropriate professional meetings and serve on University and professional associations. Article XI of the [LEO-GLAM collective bargaining agreement](#) governs Curator appointments.

Curators are classified as:

- curator
- senior associate curator
- associate curator
- assistant curator

Classification of positions in the four basic ranks is determined by the particular unit in consultation with University Human Resources. Recommendations are made to the particular unit head or chair. In the cases of academic units, a dean may be involved. New positions are determined by a similar set of consultations. Some administrative positions, such as director of the Museum of Art, are outside this classification scheme, are not included in the LEO-GLAM bargaining unit, and report to the Office of the Provost.

5.E.4 Promotions of Librarians, Archivists, and Curators

Participation in the promotion system is highly encouraged, but voluntary. The promotion process is governed by the [LEO-GLAM collective bargaining agreement](#), Article XII, Promotion of Librarians, Archivists, and Curators. Specific procedures for promotion may vary among the units. Librarians, archivists, and curators should consult their immediate supervisors for more information.

5.F Types of Appointments

5.F.1 Academic-year Appointments

These are commonly referred to as University-year appointments. See section [5.F.9 “University-year Appointments \(Academic-year Appointments.\)”](#)

5.F.2 Additional Appointments

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 or three additional months in UM-Dearborn. Exceptions may be allowed by the appropriate dean. ([SPG 201.04](#))

Librarians, Archivists, and Curators appointments may be eligible for additional appointments, in accord with Article XI in the [LEO-GLAM collective bargaining agreement](#).

5.F.3 Annual Appointments

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.

5.F.4 Joint Appointments

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 [6.H "Joint Appointments."](#)

5.F.5 Librarians, Archivists, and Curators Appointments

Librarians, Archivists, and Curators are covered by a collective bargaining agreement that establishes the terms and conditions of their appointment. All positions in the bargaining unit are classified as either term appointment or regular appointment, as defined in Article XI in the [LEO-GLAM collective bargaining agreement](#).

5.F.6 Multi-year Appointments

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 agreement with LEO, some Lecturer IVs may be appointed for up to five years. The term of appointment is established by the dean and executive committee in most schools and colleges. See also handbook section [6.D "Extensions of the Probationary Period for Childbearing, Dependent Care, or Medical Leave."](#)

5.F.7 Open-ended Appointments

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 open-ended appointment continues until the head of the employing unit requests a change.

5.F.8 Partial Appointments

A faculty member with less than 80% effort may wish to consider the impact of appointment level changes on [benefits](#). Also see [SPG 201.13](#) and section [6.I "Partial Appointments."](#)

5.F.9 Term Appointments (Closed-ended Appointments)

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 governed by the provisions of the collective bargaining agreement with LEO. A term appointment carries with it the same benefits and obligations as an open-ended appointment.

5.F.10 University-year Appointments (Academic-year Appointments)

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 nine months; on the UM- Dearborn campus, it is for eight months. A University-year salary is paid in twelve equal monthly installments. See handbook section [14.C "Salary Payments."](#)

5.G Appointments: Other Considerations

5.G.1 Conflict of Commitment in Faculty Appointments

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 provost and executive vice president for academic affairs.

5.G.2 Dual Career Program

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 University created the Dual Career Program, a collaborative effort that involves academic departments and programs, the school and college deans' offices, and the Office of the Provost. The program provides assistance to dual career partners of tenure-track and tenured faculty members. For more information about the program, faculty members should contact the appropriate department chair, program director, or dean, or see the Office of the Provost [dual career web page](#).

In addition, the College of Engineering, the College of Literature, Science, and the Arts, and the Medical School have created school/college dual career offices.

- [College of Engineering](#)
- [College of LSA](#)
- [Medical School](#)

The staff for these school/college programs and the dual career staff in the Office of the Provost work collaboratively.

5.G.3 Employment Oath

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 Constitution of the State of Michigan, and that I will discharge the duties of my position according to the best of my ability." ([SPG 201.17](#))

5.G.4 Favoritism/Nepotism

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 external business relationship to another person employed by the University, hereafter in this section referred to "relative" ([SPG 201.23](#)). If a faculty or staff member is to be assigned to a position that is under the supervision or control of a relative who has or may have a direct effect on the individual's progress or performance, or an individual is to be assigned to a position with the same immediate supervisor as a relative, a management plan must be devised and approved by the head of the unit (e.g., dean or director) and that of the unit's senior Human Resources officer. A management plan is also required when an individual already assigned to a position becomes a "relative" or a supervisor, subordinate, or someone who works for the same immediate supervisor.

For the purposes of this rule, the term "relative," when used with regard to family members is defined as a staff member's spouse or partner, daughter or son, grandparent, brother or sister, grandchild, aunt or uncle, niece or nephew (or the spouse of any of these) of either the staff member or the staff member's spouse, or any other related person who is part of the staff member's household.

Relationship to a staff member constitutes neither an advantage nor a deterrent to appointment by the University. It is only required that the individual meet and fulfill the standards appropriate to a University appointment. See [SPG 201.23](#), which includes procedures and handbook section [9.G, "Conflicts of Interest and Conflicts of Commitment."](#)

5.G.5 Fitness for Duty

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 his or her duties when a health or safety problem arises; and to comply with the Federal Drug Free Workplace Act. Safety is the primary objective of this policy. Therefore, a faculty or staff member may be

asked to have a fitness for duty evaluation only if it is determined that his or her behavior poses an imminent and serious safety threat to self or others. The policy spells out the procedures that must be followed when an individual is asked to have an evaluation. For additional information, see [SPG 201.15](#).

5.G.6 International Faculty

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, but potential employees may also contact the International Center directly to discuss their current visa status and options that are available to them. ([SPG 402.01](#)) The International Center charges the unit a flat fee for processing H-1B and permanent resident visas. The U.S. Citizenship and Immigration Services also charges a fee, which is typically paid by the individual.

It is important to address visa issues promptly in order to avoid situations where individuals cannot secure necessary immigration documents in time to teach, conduct research, or fulfill other responsibilities because immigration status does not permit employment. For more information, see the [Center's website](#). The International Center has offices on both central campus and north campus, and can be contacted at icenter@umich.edu.

The University also has a large number of international students (F-1 and J-1 visas) and exchange visitors (J-1 visas), many of whom may be employed under certain conditions. For information about immigration status and employment eligibility of international students and visitors, contact the International Center main number and ask to speak to an international student and scholar advisor. See also handbook section [21.J "International Center."](#)

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.

- [Section 5.I "Resignations and Retirements"](#)
- [Section 5.J "Status of Appointments When Academic Programs are Discontinued"](#)
- [Section 5.K "Non-reappointment of Instructional Faculty"](#)
- [Section 5.L "Reduction in Forces/Termination"](#)
- [Section 5.M "Cessation of Funding for Appointments Supported by Grants and Contracts"](#)
- [Section 5.N "Termination for Cause"](#)
- [Chapter 19 "Retirement, Emeritus/Emerita Status."](#)

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 at least one month's

notice to the employing unit. Because of required processing time, the University requests any individual in this group who is planning to retire to give at least three months notice.

5.J Status of Appointments When Academic Programs are Discontinued

5.J.1 Instructional Faculty

- Existing procedures for notice of non-reappointment for non-tenured instructional faculty should be followed when a program is scheduled for discontinuation. The procedures are the same as those followed in the case of non-reappointment for any other reason.
- For Lecturers covered by a collective bargaining agreement, consult with the appropriate appointing unit and Academic Human Resources (<https://hr.umich.edu/about-uhr/service-areas-offices/academic-human-resources>)
- The maintenance of tenured faculty and of essential instructional and supporting services remains the highest priority of the University. If, however, at some future time, it should become necessary to release tenured faculty members within a program to be discontinued, every effort will be made to place tenured instructional faculty members in other suitable positions. This could include retraining if a reasonable period of retraining of the affected faculty member would qualify him or her for another position within the University.
- In cases where it is not possible to continue the appointment of a tenured faculty member, see the procedures listed in [Chapter V. The Faculties and Academic Staff](#) for further clarification.

5.J.2 Other Faculty

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 [5.L "Reduction in Force/Termination."](#)

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 [SPG 201.88](#). These guidelines also apply in the case of a decision not to recommend tenure. Teaching appointments for supplemental instructional faculty (see, e.g., [SPG 201.34-1](#), Section II) are considered terminal appointments and notice of non-reappointment is not required. See also section [6.F "Non-reappointment of Tenure-Track Faculty."](#)

5.L Reduction in Force/Termination

5.L.1 Research Faculty

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 service at the University. In such instances, the layoff procedures detailed in [SPG 201.72](#) must be followed. These procedures cover reduction in the work force, transfers after notification of layoff, layoff and recall. For any such changes in employment status, the hiring unit must notify the research faculty member prior to taking any action, preferably as early as possible. This should be accompanied or followed by a written explanation. The notification is the responsibility of the administrative head of the unit in which the decision is made. In some instances, bridge funding may be available to cover temporary lapses in funded research. See handbook sections [5.M.2 “Research Professors”](#); and [5.M.3 “Research Scientists.”](#)

Supplemental (adjunct or visiting) research faculty appointments are considered terminal appointments, and notice of non-reappointment is not required.

5.L.2 Librarians, Archivists, and Curators

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. Layoff and Recall of Librarians, Archivists, and Curators are governed by Article XXIX of the [LEO-GLAM collective bargaining agreement](#).

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

5.M.1 Instructional Faculty

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 (including rank and appointment fraction) within the department. Those who held full or part-time positions paid from the general University funds before the outside funding ceased are restored to their previous status in the department for the remainder of the term of appointment at the appropriate departmental salary.

The appointments of individuals brought to the University to perform duties paid for from limited-term funds terminate when the funding ceases unless they receive other appointments ([Chapter V. The Faculties and Academic Staff](#), bylaw 5.08).

5.M.2 Research Professors

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.

Other criteria for support may include length of service at the university, importance of the research to

the unit, endorsement of the dean or director, and availability of funds.

5.M.3 Research Scientists

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.

Other criteria for support may include length of service at the university, importance of the research to the unit, endorsement of the dean or director, and availability of funds.

5.N Termination for Cause

5.N.1 Instructional Faculty

See handbook section [6.L “Termination for Cause.”](#)

5.N.2 Research Faculty, Librarians, Archivists, and Curators

Research faculty (research professor and research scientist tracks) 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 of the University. The University expects that, when appropriate, these faculty members will be given an opportunity to change their conduct or attitude to avoid termination. ([SPG 201.12](#)) In situations of incompetence, they should be provided a full and complete understanding of the requirements and responsibilities of the position and an adequate opportunity, when appropriate, to reach the acceptable level of performance.

Discipline and dismissal procedures for librarians, archivists, and curators are governed by Article XV of the [LEO-GLAM collective bargaining agreement](#).