

INSTRUCTIONS FOR OBTAINING APPROVAL FOR JOINT ACADEMIC APPOINTMENTS FOR SENIOR FACULTY

These instructions set forth the procedures for obtaining approval to offer current University of Michigan faculty a joint appointment in another academic unit at the same, or equivalent, rank. Joint appointments within the same school or college, do not require approval by the provost, and can be managed by internal appointment.

- Approval is required for joint faculty appointments with the following titles:
 - **Instructional / Tenure Track**
 - Professor (with or without tenure)
 - Associate Professor (with or without tenure)
 - **Research Track**
 - Research Professor
 - Research Associate Professor
 - **Clinical Instructional Track**
 - Clinical Professor (Professor of Practice)
 - Clinical Associate Professor (Associate Professor of Practice)
- All Research Professor and Research Associate Professor requests require review and approval by the Vice President for Research. Please address the dean's/director's letter to both the provost and the vice president for research.
- Joint appointments with 0% effort (dry) for current faculty or recruitments are approved by the vice provosts and president.
- All joint appointment requests are reviewed and forwarded to the provost for approval. If approved, the request is sent to the president for final approval.
- The appropriate school/college/research unit/academic unit is notified when all approvals are obtained. A PDF of the approval (cover sheet with the signatures of the provost and the president) is emailed to the school/college/research unit/academic unit.
- For Instructional Tenure Track appointments: The school/college prepares a Regents Communication to send to Academic Human Resources for their review and uploads the final signed communication to the school's assigned "Regents Communication" Dropbox folder.
- For Research Track and Clinical Instructional Track appointments: Once the request is approved, the school/college/research unit/academic units may proceed with the HR appointment process.

INSTRUCTIONS:

- Please upload a bookmarked PDF file of the following materials for each joint appointment request to the unit's designated AEO Dropbox folder.
- Once uploaded to Dropbox, email our office at Provost.FAC.Acad.Affairs.Admins@umich.edu with the following information:
 - Candidate's name and degree suffix (MD, PhD, etc)
 - Department/Program
 - Any Administrative appointment (ex: Director)
 - Requested Title (with/without tenure for Instructional track)
 - Start Date
- It is also helpful to let us know if there are additional or extenuating circumstances (timeliness).
- Feel free to contact the Academic and Faculty Affairs Office at 763-4367 or email

Provost.Fac.Acad.Affairs.Admins@umich.edu with any questions about the process.

- A. Cover letter co-signed by the dean/director of each unit in which the faculty member holds a current appointment and the dean/director of each unit that wishes to make the new appointment.
- Please indicate the percentage of effort for each title.
 - For Instructional Tenure Track, must indicate if the candidate currently has tenure.
 - Description of the new appointment in the context of the field and the specific needs of the academic department/program/unit.
 - Please include the final vote tally and number of positive votes, negative votes and abstentions such as 4-2-1 (i.e., # of positive votes-# of negative votes-# of abstentions/recusals) of all faculty groups (departmental votes and/or executive committees) and account for abstentions or recusals and provide background information for any negative and/or abstention/recusals.; please do not include names of committee members).
 - Joint appointments with 0% effort (“dry”) should include a brief account of how the dry additional appointment is a good fit for the requesting department or school and why the appointment makes sense. This account might describe contributions the faculty member will make through research, collaborations, mentoring and advising, teaching, or other activities, as well as ways in which their work will advance specific aims of the unit.
- B. Faculty member's current curriculum vitae.
- C. Memorandum of Understanding (MOU)
- Memorandum of Understanding (MOU) is to be created for all new inter-school and intra-school joint appointments with effort at the assistant, associate, and full professor level for tenure- track/tenured faculty.
 - An MOU is not required for joint appointments without effort (“dry”).
 - The draft MOU should be submitted to the Faculty Affairs Office for review, ideally at the time of the request, but no later than six months from the start of the joint appointment.
- D. Additional Resources
- Please refer to the [Joint Academic Appointments page](#) on the provost's office website for two MOU templates to be used for either a joint appointment without tenure or for a joint appointment with tenure.
- MOUs are not required for joint appointments for clinical instructional track appointments within the University of Michigan.
 - MOUs for research faculty are strongly recommended and templates can be found on the [U-M Office of Research website](#).

If there is a question or situation not covered in this memo, or not clear how to interpret the instructions for your particular case, please reach out to Provost.FAC.Acad.Affairs.A6mins@umich.edu for assistance in clarification.