

INSTRUCTIONS FOR OBTAINING APPROVAL FOR JOINT ACADEMIC APPOINTMENTS FOR SENIOR FACULTY

Updates to the Americans with Disabilities Act (ADA) regulations require public universities to deliver digital content and applications in formats that meet recognized accessibility standards. As such, we expect that all items submitted to our office will adhere to [U-M Guidance on Compliance Requirements](#). It is the responsibility of the units to ensure that all items submitted, including promotion recommendations and casebooks, meet these accessibility requirements.

GENERAL NOTES:

The focus of these instructions is for joint academic appointments in two or more schools/colleges or other academic units for current U-M faculty. Approval is required for joint faculty appointments for all senior rank appointments on the tenure track, research professor track, and clinical instructional tracks (associate and full professor).

1. All joint appointment requests must adhere to the unit's internal process in accordance with its faculty bylaws for appointments.
 - a. Joint appointments within the same school or college, do not require approval by the provost, and may be managed internally by the school/college.
2. It is best practice that joint appointments be term limited (3-5 years) and should align with timing of promotion and tenure when applicable
 - a. Joint appointments must be coordinated with the primary appointment, with regards to promotion, tenure, and all additional appointments.
3. Joint appointments with 0% effort (dry) for current faculty or recruitments are approved by the vice provosts and president. The appropriate contacts within all appointing units will be notified when all approvals are obtained.
 - a. A Regents Communication is required for Instructional Tenure Track appointments.
 - b. This document must be coordinated with Academic Human Resources once approval is received.
4. Joint appointments on the research professor track require approval by the Office of the Vice President for Research. The request should be addressed to both the provost and the vice president for research.
 - a. For Research Professor and Clinical Instructional Track appointments: Units may proceed with the appointment process once the request is approved.

RELATED RESOURCES:

- [Guidelines for Joint Academic Appointments](#)
- [SPG 201.13](#): Rules Concerning Regents' Bylaw, Tenure, Tenure Review, and Joint or Partial Tenure Appointments
- AHR Academic Appointments Manual: [Reappointments and Promotions](#)

INSTRUCTIONS:

Please upload a bookmarked PDF file of the following materials for each joint appointment request to the unit's designated AEO Dropbox folder. **Be sure to include the [appropriate cover/approval sheet](#) for either a joint with effort, additional dry without effort for current faculty , or for a research appointment.**

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)
- ☐ Current Title (with/without tenure for Instructional track)
- ☐ Department/Program
- ☐ Any Administrative appointment (ex: Director)
- ☐ Requested Additional Title(s) (with/without tenure for Instructional track)
- ☐ Effective 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. Authorization to Extend Offer - Signature page

This is the approval sheet that becomes the cover of the final casebook for the Academic Human Resources record, and should document all aspects of the appointment. **This should be prepared by the requesting unit and included as the first page of the casebook.** There are different versions of this form on our [Recruitment, Hiring & Retention](#) webpage for research and for joint appointments.

1. Candidate Name, Degree Suffix
2. School/College
3. Proposed Title
4. Effective Date

B. Cover letter from dean/director

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.

1. Indicate the percentage of effort for each title, and effective date.
2. For Instructional Tenure Track, must indicate if the candidate currently has tenure.
3. Description of the new appointment in the context of the field and the specific needs of the academic department/program/unit.
4. 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).
5. 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.

6. Faculty member's current curriculum vitae.

7. **The cover letter should address any concerns raised by reviewers and summarize committee discussion surrounding those issues.**

C. Memorandum of Understanding (MOU)

A Memorandum of Understanding (MOU) is required for all new intra-school joint appointments **with effort** at the assistant, associate, and full professor level for tenure- track/tenured faculty.

1. The draft MOU should be submitted to the Faculty Affairs Office for review, at the time of the request, and no later than six months from the start of the joint appointment.
2. MOU templates are available on the provost office website under [Recruitment, Hiring & Retention information](#)
3. An MOU is not required for joint appointments without effort ("dry").
4. MOUs are not required for joint appointments for clinical instructional track appointments.
5. MOUs for research faculty are strongly recommended and templates can be found on the [U-M Office of Research website](#).

D. Changes to Existing Joint Appointments

A request must be submitted to the provost office for any changes to an existing joint appointment that involve a change to the tenure line. An MOU will be required for this change. A request is not required for changes solely to effort.

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.Admins@umich.edu for assistance in clarification.