KEY AD INFO SESSION
ACADEMIC HR ACTIVITIES
JUNE 25, 2015
LSA DIVISIONAL AFFAIRS
DIVISIONAL AFFAIRS

WHAT ARE THE PIECES TO THE PUZZLE?

- RESEARCH (Peggy Westrick, Steve Beach)
- GRADUATE EDUCATION (Paula Hathaway)
- DUAL CAREER PROGRAM (Jo Ann Munce)
- ACADEMIC APPROVALS (Kathe Harrison, Mandy Harrison, Linda Kentes)
- ACADEMIC IMPLEMENTATION (Deb Erskine, Tom Hart)
- ADMINISTRATIVE SUPPORT (Michele Bearinger, Renee Silverthorn, Brenda Suliman)
OVERVIEW OF HANDOUTS
Position requests (tenure-track faculty)
Tenure-track faculty hires
Research-track faculty hires (assoc level & above)
LEO Lecturer III position requests & hires
Tenure clock exclusion & delay of 3rd-yr review requests
Appointment shifts in effort (up or down)
Courtesy appointments (new requests only)
Promotion & tenure cases (tenure-track & research track)
Lecturer III & IV renewal requests
Sabbatical & other leave requests
Professorships
- Collegiate
- Thurnau
- Distinguished University
- Endowed
FACULTY MEMBER LIFE CYCLE

Position Requests

Faculty Hire & Offer Letter Approval

Dual Career Program

Submittal of Appt Paperwork

3rd-Year Review & Nurturance Leave

Tenure Clock Exclusions (optional)

Promotion & Tenure

Sabbatical & Other Leaves (optional)

Retentions (optional)

Faculty Awards

Retirement or Resignation
POSITION REQUESTS (TENURE-TRACK)

- April - Planning information & guidelines sent to units. Deans review materials
- Early May - Materials submitted to the LSA Executive Committee for approval
- Late May - Units are notified of authorized positions
- June - Units post position on eRecruit, advertise, request faculty survey, and begin recruitment process
Federal requirement for UM to provide ethnicity and gender data for all faculty recruitment efforts

**Before** bringing candidate to campus:
- Ethnicity / Gender Survey must be initiated
- Pool Report must be reviewed & signed by your Divisional Associate Dean

Units partner with the Dean’s Office in initiating the Ethnicity / Gender Survey. See process details in Appendix 4 @

http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/academicichrprocesses/newfacultyappointments
The Pool Report has multiple purposes:

- Capture ethnicity and gender of the pool of applicants who have applied for an open, advertised position, and
- Reimburse units for campus visits
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- Faculty Awards
- Retentions (optional)
- Retirement or Resignation
Once a position is approved ... it’s time to advertise

Send draft ad to Kathe Harrison (kdavids@umich.edu) prior to placing the ad

Include position # in email
**Junior Hire Request**

- Unit deadline for EC review is Tuesday noon
- Initiate background check if you have not already done so
- Weekly EC Planning Meeting - decision whether case ready for EC consideration
  - **YES** - materials made available to EC members by Wed noon
    - EC Meeting
      - Mandy notifies Unit of EC decision
      - If yes AND draft offer approved AND background check passed, OK to send offer to candidate
      - If no, unit may appeal decision at a future EC meeting
  - **NO** - hold case until issues resolved; then back to Planning Meeting
    - Offer Group approves commitments & Kathe notifies unit of approval
- Kathe reviews draft offer & notifies unit of approval
- If yes AND draft offer approved AND background check passed, OK to send offer to candidate

**Senior Hire Request**

- Unit deadline for EC review is Tuesday noon
- Initiate background check if you have not already done so
- Weekly EC Planning Meeting - decision whether case ready for EC consideration
  - **YES** - materials made available to DEC & EC members by Wed noon
    - DEC Meeting
      - Mandy notifies Unit of EC decision
    - If yes, to Provost & President for approval
    - Unit notification of Provost & President decisions
    - If EC decision yes AND background check passed AND draft offer approved, can now discuss terms of offer verbally with candidate
    - When Prov/Pres “yes” AND background check passed AND draft offer approved, OK to send offer to candidate
  - **NO** - hold case until issues resolved; then back to Planning Meeting
    - Offer Group approves commitments & Kathe notifies unit of approval
    - Kathe reviews draft offer & notifies unit of approval
Senior faculty hires (tenure-track & research-track associate & professor ranks)

Promotion & tenure recommendations (tenure-track & research-track)

Position shifts in senior appointments from one school or college to another
  - shifts affecting titles within LSA require Regents approval only

Tenure clock exclusions that affect the university tenure clock

New & renewal collegiate or endowed professorships

Status &/or name changes for units
Important Deadline Dates

- AAU deadline for offers - April 29, 2016
- Due date for materials to make last LSA EC meeting of year - May 3, 2016

Faculty Recruitment Overview

- To view slides from the most recent session go to [http://www.lsa.umich.edu/facstaff/academicaffairs/calendarsmeetingsandevents/handoutsfrompastsessions](http://www.lsa.umich.edu/facstaff/academicaffairs/calendarsmeetingsandevents/handoutsfrompastsessions)
A tenure-track faculty member holds a **Joint Academic Appointment** if he/she holds any combination of regular instructional, research, or clinical instructional appointments, including appointments of 0% effort (sometimes called “dry” or “courtesy” appointments).

A tenure-track faculty member holds an **Additional Appointment** if he/she holds any combination of regular instructional and/or research appointment with a faculty affiliate, faculty associate, or any adjunct title.

These Joint & Additional Appointments may all be in LSA or one or more may be in another school, college, or research center.
Junior Faculty

- May be established any time in first 3 years
- At time of appointment or 3rd year review are appropriate times to consider a joint appointment
- Cannot be added in the last 2 years before tenure review
- Units capture information about administrative / tenure home, review processes, etc. in the Memorandum of Understanding (MOU)

Senior Faculty

- May be established at any time
- Units capture information about administrative / tenure home, review processes, etc. in the Memorandum of Understanding (MOU)
LSA Executive Committee approval required

Upload documents to **SharePoint**:
- Cover memo from chairs/directors
- Request from faculty member
- Endorsement from home department
- Up-to-date CV for faculty member
- MOU (not required for dry appointments)
- Request auto-notification or email Mandy / Kathe when uploaded

Provost/President & Regents approvals needed at senior rank (assoc & full)

Once approvals are in place unit drafts revised offer letter for review by Kathe Harrison

Once faculty member accepts offer, unit submits change submittal form & copy of offer letter to Deb Erskine

**Also see:**
http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty/establishordiscontinuejointtenuretrackappointmentsforexistingfaculty_ci
FACULTY MEMBER LIFE CYCLE

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Sabbatical & Other Leaves (optional)

Retention or Resignation

Retentions (optional)

Faculty Awards

Retirement or Resignation

Faculty Awards
Program provides job search assistance to the partners of tenured or tenure track faculty members. The focus is on recruitment, but we also assist in retention cases.

For partners seeking academic positions, we assist by bringing the CV to the attention of relevant units on campus. When there’s not a fit at UM, we can reach out to other institutions in the greater Ann Arbor area.

For partners seeking non-academic positions, we provide general support to the job search, including:

- identify networking opportunities, arrange informational meetings
- familiarize partner with relevant area employers, and with UM’s posting/application site
- scout for openings that may be of interest
- provide resume/interview assistance as needed
LSA’S DUAL CAREER PROGRAM

- Experience has shown that the partners who are successful in their job searches are those who are actively engaged, and take the lead in the search.

- The Dual Career Program is not a job placement service, and does not guarantee employment.
KEY ADMINISTRATOR’S ROLE

- Dual career issues arise when:
  - A recruit in your unit has a partner in need of assistance, OR
  - Your unit is being asked to consider hiring another unit’s partner

- You can assist in the following ways:
  - Facilitate communication between department and dual career office
  - Notify your Divisional AD & Jo Ann Munce (Dual Career Coordinator) as soon as possible regarding a recruit with a partner in need of assistance
    - Although you can’t ask a candidate whether s/he has a partner, you can refer her/him to the dual career brochure, included in the recruitment packets
    - The brochure provides steps for candidates to follow if they are interested in information about dual career services provided by the College.
  - Please keep in mind: dual career appointments at any level are subject to all customary hiring procedures and policies
    - The fact that the person is a partner does not trump any procedural steps in the completion of a hire
  - Contact the Dual Career Coordinator with any questions about how to handle a partner situation
  - Check out the Dual Career Program website at: http://www.lsa.umich.edu/facstaff/academicaffairs/dualcareerprogram
Overview of Dual Career Process

- Department Chair becomes aware of need for assistance for Partner of tenure track recruit, or Partner of current tenure track or tenured faculty member
- Chair discusses with Divisional Associate Dean, provides Partner’s CV/resume
- Div AD discusses with Dual Career Coordinator (DCC)

Partner seeking Academic Position

Divisional AD circulates Partner CV to relevant units on campus

If there is interest in the Partner, AD will guide the process toward an offer. All usual academic hiring procedures, including vetting by department, must be followed.

If there is interest in the Partner, but no available position or funding, dual career PFIP funding may be available; DCC will make the request

Partner seeking Non-Academic Position

If no UM academic position possible, AD will ask DCC to assist; i.e., check for position at nearby institutions, explore non-academic options

Dual career PFIP funding sometimes available for Partners with specialized skills who are seeking staff positions. All the usual non-academic hiring procedures must be followed; i.e., for a position in LSA, must follow LSA HR approval process.

To complete the Partner hire, the hiring unit will initiate the appointment following all standard hiring procedures. In the case of an academic hire which did not result from an open search, the procedures for a person-specific hire should be followed.

DCC works with Partner seeking non-academic position

DCC can:
- Consult with Partner about the job search
- Provide up-to-date information about local job market and area employers
- Facilitate networking opportunities
- Advise and consult on resumes, cover letters, and effective interviewing techniques

DCC will continue to work with Partner until resolution
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Faculty Awards

Retentions (optional)

Retirement or Resignation
For assistant professors and associate professors without tenure

- September hires - review occurs during the winter term of third academic year

- January hires - review occurs during the winter term of the fourth academic year (or as if s/he was hired the following September)

- Formal request must be submitted to the Executive Committee for delays in the 3rd year review and must include a request for a tenure clock exclusion.
OUTCOME OF 3RD-YEAR REVIEW

If successful:
- Unit notifies candidate of outcome & submits checklist to Mandy Harrison in Divisional Affairs by April 15th
- Units sends submittal extending appointment for 3 years to Deb Erskine

If unsuccessful do not share outcome with candidate until the following steps are completed:
- Forward review materials to Divisional Affairs (Mandy Harrison)
- College Executive Committee concurs with unit’s assessment

Once approved by EC, unit issues:
- Written notice of nonrenewal and terminal one-year contract by September 15
- Termination via Wolverine Access

http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty/evaluationsandrenewals
Following the 3rd-year review, junior faculty usually take their nurturance leaves.

May be requested prior to 3rd year review if supported by their chair/director.

Must be approved by the chair/director and nurturance leave request submitted via the Faculty Life Cycle Portal to Divisional Affairs for LSA Executive Committee approval prior to taking the leave.

Taken as Duty Off-Campus (DOC) leave for either 1 term at full salary or 2 terms at half salary.

While on nurturing leave faculty:
- are released from all teaching & service
- may not teach while on leave
- may remain on campus or travel elsewhere
- will accrue sabbatical equity while on leave

See also: http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty/leavesandsabbaticals
WHAT
One- or two-year exclusions from the Tenure Clock may be requested when life circumstances have affected a faculty member’s productivity, e.g:
  - infants or young child(ren) joining the family by birth, adoption, marriage
  - illness of candidate or immediate family member
  - other unique circumstances

WHEN
Requests must made within first 5 years on the tenure track & within one year of event:
  - Submit by April 1st of the 6th year
  - Submit before external review letters have been solicited

HOW
Starting in the fall, tenure clock exclusions will be submitted via the Faculty Lifecycle Portal.

FYI
- Faculty may still opt to come up for tenure review at their normal time
- A tenure clock exclusion is never a factor in tenure & promotion decisions

http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty/familyfriendlypoliciesandprocedures/tenureclockexclusion_ci
**WHAT**
Modified duties is a one-term option for faculty members who experience life events that decrease their ability to meet their teaching obligation. Reasons might include:
- Childbirth (if twins, may request 2 terms)
- Adoption
- Illness or death of immediate family member

**HOW**
Starting in the fall, modified duties will be submitted via the Faculty Lifecycle Portal.

**FYI**
- Release from teaching only
- Requests are made within one year of the “event”
- Continue to receive full salary & benefits
- Continue to accrue sabbatical equity
- Faculty must return to teach for one year following a term of modified duties

See Family Friendly Policies:
http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenure
dandtenuretrackfaculty/familyfriendlypoliciesandprocedures/modifiedduties_ci
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TENURE & PROMOTION DEADLINES

- **November 4, 2015** - to Associate Professor with tenure
- **December 21, 2015** - to Professor with Tenure
- **February 10, 2016** - due to Provost
- **May 19, 2016** - Regents endorsement received

To view slides from the most recent Promotion session go to:
http://www.lsa.umich.edu/facstaff/academicaffairs/calendarsmeetingsandevents/handoutsfrompastsessions
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Exclusions (optional)

Promotion & Tenure

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Types of Faculty Leaves

Sabbaticals (SAB) - due to College by January 8, 2016

Tenured faculty members with an active research program and 12 terms of active service (called equity) since their last sabbatical or date of hire may apply for a sabbatical (full year at ½ pay or one term at full pay)

To view slides from the most recent session on Leaves go to:
http://www.lsa.umich.edu/facstaff/academicaffairs/calendarsmeetingsandevents/handoutsfrompastsessions
Non-Sabbatical Leaves - due to College
3 months prior to term of leave

- Duty Off-Campus (DOC)
- Scholarly Activity (SAL)
- Leave Without Salary (LWOS)

All faculty leaves are submitted via the Faculty Lifecycle Portal.
Dean’s call for nominations goes out to Chairs / Directors in September (deadlines vary) for:

- Arthur F. Thurnau Professorships
- Collegiate Professorships
- Distinguished University Professorships

Nominations come from the EC following their review of promotion cases for:

- Class of 1923 Memorial Teaching Award (assistant professor)
- John Dewey Teaching Award (associate professor)

More information on Faculty Awards may be found at: [http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty/facultyawards](http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty/facultyawards)
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RETENTIONS

- Response to outside offer or pre-emptive response
- College responds to outside offers no more than once in a 5-year period
- Negotiation between the unit Chair/Director & the Divisional Associate Dean
- Each retention case is unique - no rules of thumb
- A fluid process, requiring close communication between Chair/Director & Associate Dean
All changes in appointment offered as part of a retention package require further personnel action:

- Unit submits request for College Executive Committee approval (e.g., professorships, leaves, courtesy, joint, & appointment shift)
  - For courtesy, joint, & appointment shifts, see link: [http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty](http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty)
  - For professorships (Collegiate & Endowed) submit to Divisional Affairs:
    1. Cover memo from Chair(s)/Director(s) of unit(s) involved
    2. Request from faculty member for personnel action
    3. Current curriculum vitae
  - Submit leaves to Divisional Affairs for Executive Committee approval
Unit becomes aware of need for retention & contacts Divisional Associate Dean to discuss retention options

Unit prepares draft retention letter (use sample on LKAG SharePoint site, under “LKAG documentation”) detailing proposed salary, research funds, ninths, leaves etc.

Unit forwards electronic draft retention letter to Div. AD & J. Munce, along with brief narrative on contributions/value of faculty member, and copy of external offer (if any)

Divisional AD completes review & salary analysis, confers with Chair/Director as needed; retention offer is discussed by deans. Div. AD drafts and submits request to Provost for financial support of retention, if warranted.

Once all funding arrangements are confirmed, Div. AD + J. Munce finalize edits on draft retention letter and notify unit(s) of approval to issue letter to faculty member.

Unit finalizes retention letter and issues to faculty member, with copy to Div. AD & J. Munce

Unit notifies Div. AD & J. Munce of faculty decision and forwards signed retention letter along with documentation that any outside offer has been declined, where applicable

J. Munce sends LSA Retention Commitment Summary to unit(s) as confirmation of agreed upon funding arrangements, with copy to LSA Finance

If personnel actions are required, unit generates request to Executive Committee and/or sends submittal to D. Erskine
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Faculty Awards

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Please send Linda Kentes (lindahb@umich.edu) the name(s) of any tenure-track faculty who are retiring or resigning from your department, program, center, etc.

The Dean has asked Linda to give him a timely update of these changes in our faculty. Your input is needed in order to make that happen.
QUESTIONS...