The College Executive Committee (EC) considers actions related to tenure-track faculty, research-track faculty, and LEO lecturers III / IV, including:

- Position Requests: Tenure-Track and LEO Lecturers III
- Junior Faculty Hires
- Senior Faculty Hires
- Lecturer III Hires
- Lec III / IV Renewals
- Senior Research Faculty Hires
- Delays in Tenure Review
- Shifts in Fractional Effort
- Joint Appointments
- Courtesy Appointments: New and Renewals
- Collegiate and Endowed Professorships: New and Renewals
- Sabbatical & Non-Sabbatical Leaves of Absence: Tenure-Track Faculty
- Promotions: Tenure-Track & Research Faculty

Units need to plan for the required EC approvals by referring to the annual calendar of deadlines and meeting dates for the Executive Committee. This can be found at the following link:

[http://www.lsa.umich.edu/facstaff/academicaffairs/calendarsmeetingsandevents](http://www.lsa.umich.edu/facstaff/academicaffairs/calendarsmeetingsandevents).

Materials submitted to Mandy Harrison (amvogel@umich.edu; 615-0659) by Tuesday noon are placed on the next available EC agenda at least two weeks out. Please see links below for information on the specific materials required for the various requests.

### Interim Approval

While the expectation is that units will plan submission of personnel requests in accordance with the EC schedule, the College recognizes that there are instances when an exception may be necessary due to a hiatus in the EC meetings. The College will allow interim approval by the Divisional Associate Dean for three specific breaks: holiday break (Dec.) winter break (Feb/Mar) and summer break (mid-May-Aug.)

Units requesting interim approval on a personnel action must have submitted a complete packet of materials to Divisional Affairs before the College will consider the request. All personnel actions given interim approval are placed on the next available EC agenda. Interim approval is limited to the following personnel requests:

- Junior tenure-track hire requests with approved positions and in active competition with other institutions
- Lecturer III hire requests with approved positions and an imminent start date
- Sabbatical and Non-Sabbatical Leaves

### Summer Break Only

- Collegiate and Endowed Professorship renewals
- Appointment requests for Endowed Visiting titles
- Courtesy Appointments – new and renewals

### Relevant Links
http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/hiringappointments:
- Guidelines for Faculty Position Request
- New Faculty Appointment
- Appointment of a New LEO Lecturer III
- Academic HR Actions Matrix

http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/tenuredandtenuretrackfaculty
- Shifts in Appointment
- Joint Appointments
- Courtesy Appointments
- Nomination Guidelines (including Endowed and Collegiate Professorships)
- Leaves and Sabbaticals
- Promotions (Tenure Track Faculty)

http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/lecturers:
- Lec III / IV Renewals

http://www.lsa.umich.edu/facstaff/academicaffairs/policiesandprocedures/researchfaculty
- Senior Research Faculty Hires
- Promotions (Research Track Faculty)