

**M | LSA**  
**Proposal to Hire Worksheet**  
APPENDIX 2b

*Instructions for electronic submission attached*

Date submitted: \_\_\_\_\_

**INCLUDE ALL INFORMATION APPLICABLE TO CASE:**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Proposed start date: \_\_\_\_\_

**List appointments in all departments, programs, schools, & colleges, including courtesy appointments and titles, if different from Rank above:**

Unit: \_\_\_\_\_ Effort: \_\_\_\_\_%  Tenured  Non-Tenure-Track  
(SELECT ONE)

Unit: \_\_\_\_\_ Effort: \_\_\_\_\_%  Tenured  Non-Tenure-Track  
(SELECT ONE)

Authorized LSA position#: \_\_\_\_\_ How is unit funding sr upgrade of jr position? \_\_\_\_\_

Must include funding plan, if person-specific request: \_\_\_\_\_

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**If dual career assistance is being requested:**

Partner's Name: \_\_\_\_\_ Date Dual Career Coordinator contacted \_\_\_\_\_

**Checklist for a Tenured Associate Professor or Professor Casebook (see page 2 for submission details):**

- Memo from Chair(s)/Director(s) to College EC
- Curriculum vitae
- Teaching statement
- Summary of the candidate's teaching record
- E&E reports or similar summaries
- Sample syllabi (limit of 2)
- Classroom visitation report & syllabi evaluation (if any)
- Other evidence of teaching experience & performance (if any)
- Candidate's research statement
- Copy of letter(s) soliciting an external review
- Description of external reviewers who sent evaluations
- Description of external reviewers who declined
- Original letters received from external reviewers
- Memo from unit(s) housing untenured appointment(s), if joint
- Membership of search committee (unless person-specific request)
- Approved LSA Pool Report
- Waiver of posting (if person-specific hire)
- Memo of Understanding (MOU), if joint
- Background check initiated on candidate.

**As a separate file, upload the following to SharePoint (see page 2 for submission details):**

- Curriculum vitae with publications marked
- Publications in same order as CV

**Send the following to Kathe Harrison ([kdavids@umich.edu](mailto:kdavids@umich.edu)) as email attachments:**

- Offer Worksheet
- Start-up details (Word or Excel document)
- Faculty Lab Space Planning Checklist (if offer includes lab renovation)
- Draft offer letter (Word document)
- Draft Memo of Understanding (MOU), if joint (Word document)

## Electronic Recruitment Casebooks

Directions for submitting electronic recruitment casebooks and uploading them to SharePoint.

### **Dossier for Tenured Associate Professor or Professor casebooks (required)**

- Create one PDF document of the dossier in the order noted on the recruitment checklist (Appendix 2 of the Recruitment Guidelines). Bookmark each section. Note that Page 1 is the completed checklist.
- Name the file: lastname, firstname Recruitment Dossier (labeled the same for all ranks).
- To go the LSA SharePoint site [CLICK HERE](#) (you may need to log in with username and Kerberos password).
- Click on your department folder, click add document, and upload the file. (Note: If you're working on a joint recruitment, please upload to the administrative home folder).

### **Publications for Tenured Associate Professor or Professor casebooks (required)**

- Create one PDF document that includes a current C.V. (with an asterisk next to each publication included in the file). Bookmark each publication. The CV is pages 1-x followed by the publications in the order they appear on the CV.
- Name the file: lastname, firstname Recruitment Publications.
- To go the LSA SharePoint site [CLICK HERE](#) (you may need to log in with username and Kerberos password).
- Click on your department folder, click add document, and upload the file. Note: If you're working on a joint recruitment, please upload to the administrative home folder.

Questions?

Mandy Harrison, [amvogel@umich.edu](mailto:amvogel@umich.edu) or 615-0659