

**University of Michigan  
School of Music, Theatre & Dance  
Faculty Search Policy and Guidelines**

**I. Approval Process**

The Department Chair prepares the following documents for the Dean and Executive Committee approval; timeline for this is typically at the beginning of the fall semester. To help with budget projections and to expedite processes, chairs may be asked at the end of the winter term to report anticipated searches for the coming year. The standard form for search requests should be used for this purpose.

- Request to Conduct a Search**
- Position Description Request**
- Proposed Search Committee (typically five members)**

**II. Search Process**

Department chairs provide suggestions for search committee membership. The Executive Committee gives final approval on all search committee memberships. Regular instructional positions are posted by the School with Human Resources/ Employment Services. Generally, candidates for faculty positions apply directly to the department through a search committee, or apply through the University's on-line system. The Unit Human Resources Representative (Amy Truckey) will work with University of Michigan HR Employment Services to post the position. An Affirmative Action Report is required at the end of each search and must accompany the new faculty hiring paperwork. Search committee chairs will be asked to assist in preparing this report.

- The Dean and/or Associate Dean for Faculty Affairs meet with the search committee to:
  - A. Give them their charge,
  - B. Provide School search guidelines and discuss search strategies
  - C. Examine the position in the context of SMTD priorities and constraints,
  - C. Present Institutional Equity issues, remind the committee that U-M is an Equal Opportunity, non-discriminatory Employer, and ensure that the search committee will actively pursue a diverse pool of qualified, viable candidates.

The search committee works with Amy Truckey and the Dean's Office. The Search Committee will review applications, holds meetings, and request additional materials (through Amy Truckey).

***Faculty searches are confidential.*** Applications should not be discussed with faculty, staff or students who are not members of the Search Committee. Application files will be available to view electronically via MBox. If the Chair requests paper files be available for review, these files will be held in Room 2313 and should not be removed from the vicinity without permission.

- ❑ During the time period of approximately October through January, the search committee chair provides a list of typically no fewer than three candidates to be invited to campus for interviews. The Search Committee Chair may at times be invited to an Executive Committee meeting to discuss the candidates. CVs, list of strengths and weakness, and other pertinent information deemed valuable by the Search Committee and Dean must be provided to the Dean's Office prior to the meeting date.
- ❑ With the Executive Committee's approval, the Search Committee Chair invites selected candidates for campus interviews. Candidates will make their own travel arrangements. (See travel policy below.) Amy Truckey will make hotel reservations. The Chair sets up interview schedules with the Dean's Office and Scheduling Office and gives this information to Amy Truckey. Interviews are typically scheduled and conducted during the time period of December through March.
- ❑ Copies of the interview schedule are given to the Dean and Executive Committee
- ❑ At the conclusion of the interview process, the Search Committee Chair provides a final written report including:
  - A. An unranked list of the candidates including an evaluation of each candidate's work, including positive and negative points.
  - B. Letters of recommendation (five for the rank of associate or professor, three for the rank of assistant professor); more than five is highly desirable. Letters of recommendation must meet both the School and University guidelines. (See Addendum A.)
  - C. Evidence of teaching experience and professional activity; this will vary by department.
  - D. The committee's view as to appropriate rank of appointment for recommended candidates

The Executive Committee reviews and selects a final candidate. The Dean may seek approval from the Executive Committee to extend an offer to more than one candidate should the need arise.

Upon approval by the Executive Committee, the Dean's Office prepares a casebook for the Provost seeking authorization to extend an offer. Once written approval is obtained from the Provost, the Dean may make an offer. Prior to this, any discussion with candidates is by definition provisional. If accepted, the Dean's Office prepares a formal letter of offer/contract. Offers of appointment cannot be made after April 30 unless special permission is received from the candidate's home institution as well as the Provost's Office.

Upon receipt of the signed contract and completed employment forms, the Dean's Office will prepare a Regent's Communication, if applicable, and Amy Truckey will proceed with the Appointment Request.

The Search Committee Chair is informed of a candidate's acceptance. The Search Committee Chair contacts finalists who did not receive offers; other unsuccessful candidates are also notified, typically in writing. The timing of rejections depends on the status of the search and on confidentiality issues. The Search Committee chair works with Amy Truckey to draft and send out rejection letters.

### **III. Travel and Hosting Policies**

#### **Travel Reimbursement for Search Candidates for Faculty Positions**

A. The School will pay all costs (transportation, lodging, and meals) incurred by candidates invited to interview for faculty posts. Contact Amy Truckey as soon as dates are finalized. Lodging will be at the Campus Inn unless otherwise requested.

In an effort to limit the amount of out-of-pocket money for the candidate, we are using Colin Travel for recruitment. The candidate will be given an 800 number to call to arrange for their airline ticket. The University will reimburse for incidental expenses, e.g. parking, ground transportation. Please submit receipts at the conclusion of the visit.

B. For each open post, no more than three candidates may be invited to interview unless additional candidate visits are approved by the Dean.

#### **Visit and Relocation Expenses for New Faculty**

A. Costs of relocating to Ann Arbor incurred by new faculty appointees will typically be reimbursed to a maximum of 10 percent of the first year salary.

B. Following acceptance of an offer of appointment, an additional visit for the purpose of locating housing, are appropriate and allowable expenses and will be considered as part of relocation expenses.

### **Hosting Policy for Members of the Search Committee**

A. Meal expenses for visiting candidates, together with **up to three search committee members**, will be reimbursed to a maximum of \$20 per person for breakfast; \$20 per person for lunch; and \$40 per person for dinner. Alcoholic beverages are not reimbursable. Original receipts must be submitted to support all claims for reimbursement.

B. Use of privately owned vehicles in relation to search activity will be reimbursed at the current mileage rate.

C. With prior authorization from the Dean, search committee chairs may claim host expenses for group social events that relate to faculty searches.

### **Addendum A:**

#### Guidelines for Obtaining Authorizations to Extend Offers -

The following information is required to create a casebook the Provost's review.

1. Candidate's updated curriculum vitae
2. Letters of Recommendation -  
Letters of recommendation are required (five for the rank of associate or professor, three for the rank of assistant professor) more than five is highly desirable. The letters should be "arms-length\*" and from academic reviewers at or above the rank of the appointment being considered. Although the majority of the letters should be from academic reviewers at peer institutions, letters from professionals in the field may also be acceptable. Reviewers should address the proposed rank and tenure status of the candidate.
3. A brief description of the credentials, rank, current institution, and contact information for each external reviewer and the relationship to the candidate.
4. Substantive description of candidate's work and significant contributions to the field (more than a listing of titles).

5. Evidence of teaching experience and professional activities, e.g. accomplishments of former students, or course evaluations with an explanation of the teaching evaluation system.

\* Arms-Length Information

We consider letters from persons who have served as a candidate's thesis adviser or mentor to be "not arm's length." Some close professional associations can in some cases also preclude acceptance as "arm's-length." While these kinds of letters can be especially helpful (because the letter writers can be presumed to have a good sense of both the person and the work), it is also true that their own reputations are involved in the work being evaluated. If such letters are included, they must be in addition to the minimum requirement of five "arm's length" letters. Letters will be accepted from persons who have been co-authors or major research collaborators in excess of ten years prior to promotion. Letters from persons who do not know the candidate, but who may have a clear sense of the significance of the candidate's qualifications, are of greater value.

6. Messages thanking referees for their letters will be routinely sent following receipt of reviews.

Not-Arm's Length Examples:

- Mentors
- Thesis Advisors
- Co-Authors
- Past Collaborators on Projects
- Faculty who participate in candidate's dissertation process
- Reviewers who attended the same institution/department at the same time as the candidate
- Personal or Family Friends

**IV. Sources:**

- Policies and Procedures of The University of Michigan, School of Music, Theatre & Dance Faculty Handbook:  
[www.music.umich.edu/faculty\\_staff/auth/fac\\_handbook/](http://www.music.umich.edu/faculty_staff/auth/fac_handbook/)
- Provost's web site:  
[www.provost.umich.edu/faculty/appointment\\_guidelines/offer\\_guidelines.html](http://www.provost.umich.edu/faculty/appointment_guidelines/offer_guidelines.html)
- University web site:  
<http://spg.umich.edu>

SPG 201.22 (Recruitment and employment process – regular staff)  
SPG 201.18 (Employment of non-US citizens)

- Human Resources603-00 Unit Administer Workforce Toolkit: Hire Employees (Instructional)
- Human Resources Website: <http://www.umich.edu/~HumanResourcesaa/>

Contacts:

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