

The University of Michigan School of Music
Faculty Search Policy and Practice
Information for Search Committees

Policy Overview

1. Regular instructional positions are posted through Human Resources/Employment Services, although generally, candidates for faculty positions apply directly to the department through a search committee appointed by the Dean. The Unit Human Resources Representative will work with HR Employment Services to post the position. An Affirmative Action Report (AAR) is required to hire instructional staff and must accompany the Appointment Request form.
2. ***Faculty searches are confidential.*** Applications should not be discussed with faculty or students who are not members of the Search Committee. Application files should be reviewed in Room 2313 and not removed from the vicinity.
3. All correspondence with candidates will be over the Dean's signature.
4. The final written report and recommendation of the Search Committee must include:
 - a. Cover memorandum including a description of candidate's work, the appointment description and the needs of the department.
 - b. Curriculum vitae
 - c. Evidence of teaching experience and performance
 - d. List of references, their relationship to candidate, and expertise
 - e. Letters of recommendation (5 for senior posts, 3 for junior posts).
 - f. List of Membership of the Search Committee
 - g. Copy of AAR.
5. Senior positions (professor and associate professor) require written approval of the Provost before an offer can be made.
6. Professor and associate professor level positions require a Regent's Communication and Regental approval before the Appointment Request is sent to Human Resources.
7. Assistant professor and instructor appointment requests may be sent to Human Resources upon receipt of signed contract and completion of employment forms.
8. The Appointment Request packet must include:
 - a. Appointment Request Form
 - b. AAR
 - c. Signed contract and offer letter.
 - d. Required approvals (Provost and/or Regents).
 - e. Completed and notarized employment forms including C.V.

Travel and Hosting Policy

Travel Reimbursement for Candidates for Faculty Positions

1. The School of Music will reimburse all costs (transportation, lodging, and meals) incurred by candidates invited to interview for faculty posts. Candidates will make their own travel arrangements and turn in receipts for reimbursement.
2. For each open post, no more than three candidates may be invited to interview unless approved by the Dean.
3. Following acceptance of an offer of appointment, an additional visit for the purpose of locating housing, etc., may be authorized for reimbursement by the Dean.
4. Costs of relocating to Ann Arbor incurred by new faculty appointees will be reimbursed upon presentation of receipts to a maximum of one-ninth of the first year salary.

Hosting Policy for Members of the Search Committee

1. Faculty and administrative officers of the School who are called upon to serve as hosts to visiting candidates for faculty posts or other important guests may be reimbursed for expenses. Original receipts must be submitted to support all claims for reimbursement.
2. No host expense may be charged to general fund accounts. (Discretionary gift funds must be used to support host expenses.)
3. Use of privately owned vehicles on University business will be reimbursed at the current rate.
4. Meal expenses for visiting candidates or guests, together with **one University host**, will be reimbursed up to a maximum of \$15 per person for breakfast; \$20 per person for lunch; and \$40 per person for dinner. Alcoholic beverages are not reimbursable.
5. With prior authorization from the Dean, University personnel may claim host expenses for group social events that relate to University business (alumni gatherings, commencement receptions, donor relations, faculty and student recruitment, etc.)

Process Steps

1. Department Chair requests search. Executive Committee approves the request and the Dean appoints a search committee and designates one member to be chair.
2. The Search Committee chair submits a written position description for the Dean's approval.
3. The approved description is given to the Unit Human Resources Representative (HR Rep) who reviews it with the Unit Affirmative Action Representative (AA Rep). The HR Rep posts the position on the Human Resources Website. A Job Requisition number is produced from this posting. The Job Requisition is submitted electronically to Human Resources where it is reviewed and returned to the Unit HR Rep.
4. Outside Postings: The Unit HR Rep drafts copy for advertising the position and seeks approval of language from Employment Services. Upon approval, the Unit HR Rep posts the position online on *The Chronicle of Higher Education* and *The College Music Society Vacancy List* websites. Ads may also be posted in other appropriate journals and websites such as *SocietyArt*, *theatrejobs.com* and *artjob.org*.
5. The Unit HR Rep receives applications, enters information in database, opens files, acknowledges applications and letters of recommendation.
6. The Search Committee reviews applications, holds meetings, requests additional materials if necessary (through Unit HR Rep).
7. The Search Committee prepares a short list of candidates for **review by the department's entire governing faculty**. In some cases, regular adjunct faculty may be included. Department faculty provide the search committee chair with written evaluations of each of these candidates. Finalists are chosen from this list.
8. The Committee chair asks to be placed on a future Executive Committee agenda to present an unranked list of no fewer than three candidates to be invited for interviews. Unit HR Rep prepares finalist's packets for Executive Committee.
9. After meeting with the Executive Committee, and with its approval, the Search Committee Chair invites selected candidates for campus interviews. Candidates will make their own travel arrangements. The Unit HR Rep will make hotel reservations. **Chair** sets up interview schedule with Dean's office and Scheduling office and gives this information to the Unit HR Rep.
10. The Unit HR Rep sends a confirmation letter with hotel information and explanation of reimbursement policy to candidate. Copies of the interview schedule are given to the Dean and the Executive Committee.
11. Following all interviews, the Search Committee makes its selection. The chair notifies the Dean and provides a final written report including:
 - a. Cover memorandum including a description of candidate's work, the appointment description and the needs of the department
 - b. Curriculum vitae
 - c. Evidence of teaching experience and performance
 - d. List of references, their relationship to candidate, and expertise
 - e. Letters of recommendation (5 for senior posts, 3 for junior posts).
 - f. List of Membership of the Search Committee

12. Upon approval by the Executive Committee, the Dean's Office prepares a casebook for the Provost seeking authorization to make an offer
13. At the conclusion of the search, the search committee chair works with the AA Rep to complete the Affirmative Action Report. Human Resources will not process the appointment without the Affirmative Action Report.
14. Once written approval is obtained from the Provost, the Dean may make an offer. If accepted, the Dean's office prepares a formal letter of offer and a contract. The letter/contract and pertinent University information are given to the HR Rep who will attach employment forms and overnight mail them to the candidate.
15. Upon receipt of the signed contract and completed employment forms, the Dean's Office will prepare a Regent's Communication if applicable, and the Unit HR Rep will proceed with the Appointment Request.
16. The Search Committee chair contacts finalists and other unsuccessful candidates are notified in writing. Files are removed to store room.

Sources:

Policies and Procedures of The University of Michigan School of Music, p 41

SPG 201.47-1

SPG 201.22

Human Resources603-00 Unit Administer Workforce Toolkit: Hire Employees (Instructional)

School of Music Faculty Appointments Search Committee Packet, Oct. 2000

Human Resources Website: <http://www.umich.edu/~HumanResourcesaa/>

Contacts:

Affirmative Action Representative:

Faye Burton, fayeb@umich.edu

Budget Administrator:

Dean's Office:

Carol Birmingham, cbirm@umich.edu

Carol Lange, langeski@umich.edu

Facilities:

Bradley Bloom, brdblm@umich.edu

Human Resources Representative:

Julie Smigielski, jsmigels@umich.edu

Scheduling:

Kim Dolanski, dolanski@umich.edu