Memorandum of Understanding
Additional Characteristics of Research Faculty Appointments

Incumbent: NAME1
Title: POSITION TITLE
Unit: UNIT NAME
Date: DATE

[Note to hiring unit: The intent of this MOU is to address other characteristics of research faculty appointments that are not included in the University's standard offer letter for research faculty. These include the four (4) items for which the required language is indicated below (items in blue) and four (4) items for which the school/college/units must develop their own language. The MOU should also include any other school./college/unit unit specific items, and care should be taken to insure that the MOU is consistent with the offer letter.]

- *Research faculty appointments are without tenure. While possible, it is unlikely that a research faculty position will be converted to an appointment in the instructional (tenure) track at the University of Michigan.*
- *Continuation of research faculty appointments is subject to performance that meets or exceeds the appointing unit and University criteria and the availability of continued funding.*
- *The mentoring and career development of research faculty is an important issue. Helpful information is provided in "Giving and Getting Career Advice: A Guide for Junior and Senior Research Faculty" developed by the UM ADVANCE Program and the Office of the Vice President for Research. Consult with your unit leadership on this issue.*
- ***(for Research Investigators)** The University has a maximum time-in-rank policy for Research Investigators. After a Research Investigator has been in this position for four years without promotion, the appointing unit must move him/her out of the rank. Consult the University and school/college/unit policies provided with this MOU for the detailed policies governing your appointment.*
- ***(for Assistant Research Scientists and Research Assistant Professors)** The University has a mandatory unit review policy for Assistant Research Scientist (or Research Assistant Professors) appointments: a mandatory unit level review by the third (3rd) year and a mandatory University level review by the sixth (6th) year. Consult the University and school/college/unit policies provided with this MOU for the detailed policies governing your appointment.*

- *A statement clarifying the annual review process that includes who is responsible for performance evaluations and salary increase decisions.*
- *A statement indicating the source(s) of support for the first three years of the appointment. If this is a time-limited appointment, the appointment duration must be in the offer letter.*
- *A statement clarifying the unit's expectation for research faculty to generate their salary support on sponsored funds.*
- *A statement indicating the department, school/college/unit policies for bridging support associated with the position, as applicable.*

Attachments to include with the MOU:

- University and School/College/Unit Policies for the Appointment and Promotion of Research Faculty (this includes the University base guidelines).
- *Giving and Getting Career Advice: A Guide for Junior and Senior Research Faculty"* developed by the UM ADVANCE Program and the Office of the Vice President for Research.

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NAME (Unit Official) Date

I understand the additional characteristics of my appointment to the position of POSITION TITLE in UNIT NAME as described above:

NAME1 Date