

Required Documents for Submitting Communications

| Titles and Actions that Require Regental Approval | Required Documentation ❖ Send to: Academic Human Resources 2072 Administrative Services Building 1009 Greene Street Ann Arbor, MI 48109-1432 | Documents Required to Complete an Appointment ❖ Send to: HR Records and Information Services 4073 Wolverine Tower 3003 S. State Street Ann Arbor, MI 48109-1281 |
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| Academic Administrative Appointments | | |
| *Assistant Dean Assistant Provost *Assistant Vice President Assistant Vice Provost *Associate Dean Associate Vice Chancellor *Associate Vice President Associate Provost Associate Vice Provost *Chair *Chancellor *Dean *Director (of Regentally approved institutes, centers, libraries and athletics) *Dean – Designate Executive Associate Dean Executive Director Hospitals *Interim Dean Interim President *President – Designate *Provost Senior Associate Dean *Vice Chancellor *Vice President *Vice Provost | ❖ Regent communication – original and one copy. ❖ One doubled-sided copy of the curriculum vitae | ❖ Supplemental Appointment Information Form (36100) ❖ Faculty Personnel Record (30002) ❖ I-9 ❖ Tax Forms ❖ Appointment Request Form (36400) ❖ AAR or Waiver (only for those with an * next to them) |
| Promotion to an Academic Administrative or Professional Appointment | | |
| Promotion to: Interim or Acting Appointments for the Titles listed above | ❖ Regent communication – original and one copy ❖ One doubled-sided copy of the curriculum vitae | ❖ Submittal Form from Wolverine Access if currently employed |

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| Reappointment | | |
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| Reappointment for the titles listed above | <ul style="list-style-type: none"> ❖ Regent communication – original and one copy ❖ One doubled-sided copy of the curriculum vitae | <ul style="list-style-type: none"> ❖ Submittal Form from Wolverine Access |
| New Appointment | | |
| New Academic Administrative or Professional appointments | <ul style="list-style-type: none"> ❖ Regent communication – original and one copy ❖ One doubled-sided copy of the curriculum vitae | <ul style="list-style-type: none"> ❖ Supplemental Appointment Information Form (36100) ❖ Faculty Personnel Record (30002) ❖ I-9 ❖ Tax Forms ❖ Appointment Request Form (36400) |
| Instructional Staff | | |
| Professor or Associate Professor with tenure | <ul style="list-style-type: none"> ❖ Regent communication – original and one copy ❖ One doubled-sided copy of the curriculum vitae | <ul style="list-style-type: none"> ❖ Appointment Request Form (36400) ❖ Supplemental Appointment Information Form (36100) ❖ Faculty Personnel Record (30002) ❖ I-9 ❖ Tax Forms ❖ AAR or Waiver |
| Professor or Associate Professor without tenure | <ul style="list-style-type: none"> ❖ Regent communication – original and one copy ❖ One doubled-sided copy of the curriculum vitae | <ul style="list-style-type: none"> ❖ Appointment Request Form (36400) ❖ Supplemental Appointment Information Form (36100) ❖ I-9 ❖ Tax Forms ❖ Faculty Personnel Record (30002) ❖ AAR or Waiver |

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| Joint Appointments at a 0% fraction (dry) for Professor or Associate Professor titles | <ul style="list-style-type: none"> ❖ Approval from the Provost Office ❖ Regent communication – original and one copy ❖ One doubled-sided copy of the curriculum vitae | <ul style="list-style-type: none"> ❖ Submittal Form from Wolverine Access |
| Out-of-Season Promotion: For Professor or Associate Professor with or without tenure | <ul style="list-style-type: none"> ❖ Approval from the Provost Office ❖ One casebook as required for Promotions in May ❖ Regent communication – original and one copy ❖ One doubled-sided copy of the curriculum vitae | <ul style="list-style-type: none"> ❖ Submittal Form from Wolverine Access |
| Transfer of Tenure and Titles | <ul style="list-style-type: none"> ❖ Regent communication – original and one copy ❖ One doubled-sided copy of the curriculum vitae | <ul style="list-style-type: none"> ❖ Appointment Request Form (36400) or ❖ Submittal Form from Wolverine Access |
| Titled Professor Appointment | <ul style="list-style-type: none"> ❖ Regent communication – original and one copy ❖ One doubled-sided copy of the curriculum vitae | <ul style="list-style-type: none"> ❖ No documents needed unless being paid a stipend. If being paid a stipend an Additional Pay Submittal Form from Wolverine Access will need to be submitted |
| Other Related Appointments | | |
| Titled Professorships: Establishment or change | <ul style="list-style-type: none"> ❖ Regent communication – original and one copy (sometimes proof of funds may need to be provided) | <ul style="list-style-type: none"> ❖ No documents needed |
| Departments, Units, Institutes, Centers, Divisions, that require Regental approval for new, change in title, or reorganization | <ul style="list-style-type: none"> ❖ Regent communication – original and one copy ❖ Supporting documents when needed | <ul style="list-style-type: none"> ❖ No documents needed |