

## Authorizations to Extend Offer (AEOs) and Joint Appointment Requests

Instructions for uploading files to M-Box

**Step 1: Preparation of PDF file** (*Note*: metadata and checksum documents are not required for these requests.)

### Approval of an Authorization to Extend Offer (AEO)

#### **Refer to the AEO Guidelines for important details**

Create a bookmarked PDF file containing the following:

- Table of Contents
- AAU waiver, if required
- Endorsement letter/memo from the Dean/Director (if joint appointments, co-signed by both Deans/Directors) that includes the following information:
  - effective date of the appointment
  - candidate's current title(s) and whether tenured or not
  - substantive description of candidate's work and significant contributions to the field
  - description of the appointment in the context of the field and the specific needs of the unit
  - evidence of teaching experience and performance
  - a summary of review committee and/or executive committee comments and final vote tally, number of positive votes, negative votes and abstained.
- The candidate's teaching statement; provide an explanation of teaching evaluation system and where the candidate ranks in the system
- The candidate's research statement (if appropriate) or a statement about creative work (if appropriate)
- The candidate's service statement (if appropriate)
- Draft of Memorandum of Understanding (MOU) for inter-school or intra-school joint appointments
- Candidate's curriculum vitae
- A copy of the solicitation letter template sent to external reviewers
- Brief description of each external reviewer's credentials and relationship to the candidate. List external reviewers alphabetically by last name, identifying each in sequence as Reviewer, A, B, C, etc.
  - designate each external reviewer as either "arm's length" or "not arm's length" and note whether the reviewer was suggested by the candidate or by the department (also include a list of those that did not provide a letter)
- An abridged version (one short paragraph) on each reviewer prior to each of the recommendation letters
- Letters of recommendation from external/internal reviewers (*bookmarked individually*)
- Copy of the draft offer letter, only if the new appointment is to be at the rank of Associate Professor without tenure or Professor without tenure
- Statement of Understanding Regarding Responsibility for Bridging Support, only required for Research Professor and Research Associate Professor appointments
- Appointment Activity Record (AAR) or waiver of posting from HR

### Approval of Joint Appointments for Senior Faculty

Create a PDF file containing the following:

- Endorsement letter/memo co-signed by both Deans/Directors that includes the following:
  - fraction of effort for each title
  - description of the appointment in the context of the field and the specific needs of the unit
- Statement of Understanding Regarding Responsibility for Bridging Support, only required for Research Professor and Research Associate Professor appointments
- Faculty member's updated curriculum vitae
- Draft of Memorandum of Understanding (MOU) for inter-school or intra-school joint appointments

**Step 2: Notification and uploading of PDF file to M-Box**

- Log in to M-Box using your unique name and Kerberos password:
  - Log in to M-Box using your unickname and password
  - Direct your browser to box.it.umich.edu
  - If prompted,\* enter your unickname in the Login ID field and your UMICH password in the password field
  - Click OK. You will be directed to your M-Box Home screen (If necessary, click on go to "full website")
- Upload the AEO

- Select the folder named "Your Unit Name" AEOs.
- Place the PDF file(s) within the appropriate folder(s) by clicking "Upload" then "Files" to select the file to upload from your computer. Choose the PDF casebook file and "Open" to upload the file.
- Email Tina Sedgeman at [tsedge@umich.edu](mailto:tsedge@umich.edu), with the candidate's name and whether the request is for an AEO or Joint Appointment approval

*Questions? Contact Tina Sedgeman, 764-0151 or [tsedge@umich.edu](mailto:tsedge@umich.edu)*