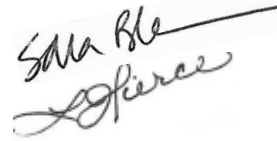


**MEMORANDUM**

TO: Academic Program Group  
Research Unit Directors

FROM: Sara Blair, Vice Provost for Academic and Faculty Affairs  
Lori Pierce, Vice Provost for Academic and Faculty Affairs



DATE: September 14, 2021

RE: Guidelines for Obtaining Authorizations to Extend an Offer (AEOs) and for Obtaining Approval of Joint Academic Appointments for Senior Faculty

Attached are updated guidelines setting forth the detailed procedures for obtaining approval to extend an offer for appointment of:

- **Professor (with or without tenure)**
- **Associate Professor (with or without tenure)**
- **Research Professor**
- **Research Associate Professor**
- **Clinical Professor**
- **Clinical Associate Professor**

Please note that these guidelines should be used to request approval of all appointments to the above-named positions for candidates without a current University appointment.

If the candidate has a current University of Michigan appointment with one of the above titles, and a joint academic appointment at the same, or equivalent, rank in another academic unit is being recommended, please follow the instructions in the accompanying document: *Guidelines for Obtaining Approval of Joint Academic Appointments for Senior Faculty 2021-22*.

Please forward this memorandum and the attached instructions to Department Chairs, Program Heads, and others in your unit who are directly responsible for the preparation of these materials. The guidelines can also be found on the Provost's Office Website at:

[http://www.provost.umich.edu/faculty/appointment\\_guidelines/index.html](http://www.provost.umich.edu/faculty/appointment_guidelines/index.html).

When there is a completed and accepted appointment offer for a new instructional tenure-track faculty member at the assistant, associate, or professor rank, please ask your staff to upload a PDF of the accepted letter to your school's assigned "Offer Letters" Dropbox folder.

SBB/LJP/dw

Attachments

cc: Susan Collins  
Rebecca Cunningham  
Sascha Matish  
Wendi Mohl  
APG Support Group