Memorandum of Understanding
Additional Characteristics of Research Faculty Appointments

Candidate: NAME
Title: Assistant Research Scientist
Department: DEPARTMENT NAME
Date: DATE

Formatting Note: Bullet points in blue cannot be changed. Bullet points in black should be tailored to the candidate’s appointment and the department’s policies and procedures.

• 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 department 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 University of Michigan Office of Research (see link below). Consult with your department leadership on this issue.

• The University has a mandatory unit review policy for Assistant Research Scientist appointments: a mandatory school 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 for the detailed policies governing your appointment. (See links below.)

• On an annual basis faculty submit an activity report, which is used by the Appointments, Promotions and Awards committee to conduct performance reviews. The results are discussed with each individual faculty member as part of an annual meeting with the Chair of the Department, including performance in the previous year, expectations for the coming year and if applicable, an annual salary adjustment.

• Funding for salary and benefits for this appointment will be for three years from Dr. John Smith’s NIH RO1 grant, “Molecular Immunology in Psoriasis” and from your American Heart Association grant “DNA sequencing of Psoriasis”. You will also share lab space with Dr. John Smith in BSRB until such time you have acquired sufficient external funding to warrant your own lab space. The Department will provide you with start-up funding of $5,000 each year for the first three years.

• It is the Department of XXXX’s expectation for Assistant Research Scientists to generate peer-reviewed publications of their current work
and to have obtained substantial grant support by the end of the sixth year of your appointment.

- Bridging support from the UMOR, Department of XXXX, and the Medical School is as follows:
  - Less than 3 year of service: Not eligible
  - 3-5 years of service: Up to two months
  - 5-10 years of service: Up to three months
  - 10+ years of service: Up to six months

Links to University policies referred to in this MOU:

- University and Medical School policies for the Appointment and Promotion of Research Faculty.
  - UMOR Research: [http://research.umich.edu/research-faculty/appointments-and-promotions/](http://research.umich.edu/research-faculty/appointments-and-promotions/)
  - Provost: [http://www.provost.umich.edu/faculty/appointment_guidelines/offer_guidelines.html](http://www.provost.umich.edu/faculty/appointment_guidelines/offer_guidelines.html)
  - Medical School: [http://med.umich.edu/medschool/faculty/app_promo.htm](http://med.umich.edu/medschool/faculty/app_promo.htm)
- "Giving and Getting Career Advice: A Guide for Junior and Senior Research Faculty" developed by the UM ADVANCE Program and the University of Michigan Office of Research. [http://www.advance.rackham.umich.edu/ResearchFacultyCareerGuide.pdf](http://www.advance.rackham.umich.edu/ResearchFacultyCareerGuide.pdf)

NAME (Department Chair)  Date

NAME (Mentor)  Date

I understand the additional characteristics of my appointment to the position of Assistant Research Scientist in Department of XXXX as described above:

NAME (Candidate)  Date