Transmittal Letter — This letter introduces the candidate, requests the appointment, and states the proposed date of appointment. To help prevent delay in processing, the letter may also point out any unusual features about the appointment — for example, the rationale for an accelerated tenure request, or an explanation of an asymmetrical evaluation that is heavier on research than on teaching. Do NOT include the list of evaluators in this letter. The appointment process will be compromised if this letter is missing.

Form B (aka Summary of Appointment Recommendation) – Where applicable

Checklist of Summarized Teaching Evaluations – Where applicable

Bridging Support Form – For appointments on the Research Professor and Research Scientist tracks only

Personnel Forms
  o For candidates new to the University of Michigan: Appointment Request Form
  o For candidates currently employed at the University of Michigan: Job Data/DBE Change Submittal Form