Appointment Process

**M-Recruit**

EIS/RFP
Job Posting
(posted in e-recruit, but tracked in M-Recruit)

Offer Letter Approval
(Drafted off-line, uploaded to M-Recruit for OFA Approval)

Offer Letter Extended/Accepted
(Handled off-line, tracked in M-Recruit)

Start Pre-Hire
(Must have/get uniqname for Candidate at this point)

Background and Education Verification
Authorization, Release and Immunity
NPI Information
(only needed if Billing)

Import into ACE

**M-ACE**

**Appointing**

Solicitation Packet
(CV, Bibliographic Notes, Recent Significant Publications)

Academic Evaluations
(Requested and uploaded into M-ACE see other documents for specifics by appointment title)

Remaining Uploads
(Teaching Evaluations Form B Educator’s Portfolio Researcher’s Portfolio Talking Points Checklist of Summarized Evaluations etc.)

Submit Packet to OFA

Appointment Approval Process
(Varies by title)

**Credentialing**

If a Faculty will require Credentialing, that work will be completed in M-ACE.
See www.umms.med.umich.edu/ace for details

**Enrolling**

If a Faculty will require Enrolling, that work will be completed in M-ACE.
See www.umms.med.umich.edu/ace for details