

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 username 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