Applies to:	LSA Chairs, Directors, and Chief Administrators
Related Policies:	N/A
Date Issued:	2009
Date Revised:	August 2, 2016
Owner:	LSA Office of the Dean
Primary Contact:	Academic Affairs Senior Manager

Academic Affairs Process Matrix – Academic HR

Note: This is a document-in-progress. Additions and edits can be expected. Greater detail about specific personnel actions can be found on the Academic Affairs Website or by contacting the appropriate Academic Affairs staff. Your suggestions regarding this document are welcome.

Action Item	Who Generates Requests	Submit for Processing	Due Date and Instructions
Additional pay	Dept	LSA HRTT	**WORKFLOW PROCESS VIA WOLVERINE ACCESS** • Deb Erskine is the online approver for: Tenure-track faculty/LEO Lecturers/ Research Faculty/Research Fellows • Tom Hart is the online approver for GSAs • Workflow submission to occur by first working day of month
Appointment shifts – Tenure-track faculty http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/tenured-and-tenure-track-faculty/appointment-shifts-for-tenure-track-faculty.html	Dept	Mandy Harrison	• MOU shared with relevant Deans (within and outside LSA) • All shifts for tenure-track faculty require LSA Executive Committee approval • Regents Communication required for associate or full professor – prepared by Kathe Harrison
	Dept	LSA HRTT	• PAR to change both appointments needed • Can only be effective 9/1 or 1/1
Chair/Director appointments and reappointments			
▪ **Academic Department Chairs/Directors**	Dean		• Dean initiates academic department chair and director offers • Regents Communication required – prepared by Donna Begley
▪ **PAR**	Dept	LSA HRTT	• LSA HRTT work with department to create PAR based on offer letter • Due by the first working day of the appointment
▪ **Associate Department Chairs**	Dept	LSA HRTT	• Department Chair initiates associate chair offers / internal posting • Due by the first working day of the appointment
▪ **Collegiate/Endowed Chairs***			*See PROFESSORSHIPS section
Deaths	Dept		• Department to communicate by phone/e-mail as soon as known to Linda Kentes or Deb Erskine
	Dept	LSA HRTT	• Creates PAR

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Tenure Clock Exclusions http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/tenured-and-tenure-track-faculty/family-friendly-policies-and-procedures.html	Dept	Mandy	• All tenure clock exclusions require EC approval • Request run through LSA Faculty LifeCycle
	Dept	LSA HRTT	• LSA HRTT creates PAR to extend end date for each year of delay
Effort changes (when total employee effort increases or decreases)	Dept	LSA HRTT	• LSA HRTT creates PAR for department as soon as known
Joint appointments – Tenure-Track Faculty http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/tenured-and-tenure-track-faculty/establish-or-discontinue-joint-tenure-track-appointments-for-exi.html	Dept	Mandy Harrison	• Requires LSA Executive Committee approval • Regents Communication required for associate or full professor – prepared by Kathe Harrison
	Dept	LSA HRTT	• Joint appointments begin on Sept. 1 or Jan. 1 only • LSA HRTT creates PAR for department - due first business day of hiring month
Leaves http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/tenured-and-tenure-track-faculty/leaves-and-sabbaticals.html	Dept	Mandy Harrison	• All leaves submitted through the LifeCycle portal • Sabbatical requests due in January • Other leave requests due 3 months. before beginning of term of leave • EC approval required before faculty may take leave
	Mandy H./ Portal	LSA HRTT	• LSA HRTT creates PARs, including leaves with pay change
Leo Lecturer (under review)			
Medical Leave	Dept	Work Connections	• Department contacts Work Connections as soon as medical condition that will exceed 10 days is known • Work Connections contacts department confirming sick leave time period
	Dept	LSA HRTT	• LSA HRTT will create PAR with beginning and end date of sick leave period for pMod/DBE
Modified Duties http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/tenured-and-tenure-track-faculty/family-friendly-policies-and-procedures.html	Dept	Mandy Harrison	• Request submitted through LifeCycle. • Release from teaching only; other duties continue pending ability of faculty member • Not tracked in the central HR system—***no PAR required.***

Action Item	Who Generates Requests	Submit for Processing	Due Date and Instructions
New Hires See Academic Affairs Academic Year Calendar for due dates ▪ **Tenure-Track Faculty** http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/academic-hr-processes/new-faculty-appointments.html	Dept	Mandy Harrison	• All tenure-track faculty hires require EC approval • Provost and President approvals required for senior hires prior to sending offer letter • Regents Communication required once associate or full professors have accepted offers prepared by Kathe Harrison
▪ **Create PAR**	Dept	LSA HRTT	• Creates new hire flow
▪ **Research Faculty** http://lsa.umich.edu/lsa/research/for-faculty--researchers--and-administrators/policies-procedures/research-faculty.html	Dept	Director of Research Administration	• Junior Research Faculty hires approved by divisional Associate Dean • Senior Research Faculty hires require EC approval
▪ **Research Fellows** http://lsa.umich.edu/lsa/research/for-faculty--researchers--and-administrators/policies-procedures/research-fellows-post-docs/process-for-hiring-research-fellows.html	Dept	LSA HRTT / Local HR	• Initial appointment is 1 year or less with renewal possible for up to 3 years

▪ **Graduate Student Appointments**
  o **GSI and GSSA**
  o **GSRA**
http://hr.umich.edu/acadhr/grads/index.html
	Dept	LSA HRTT / Tom Hart	• GSA appointments are for 1 term at a time (fall/winter) or a half-term (spring or summer)

Overloads	Dept	LSA HRTT	• Requires prior approval from Associate Dean for Academic Affairs, sent to Deb Erskine • Request memo to accompany PAR
PeoplePay - (via WOLVERINE ACCESS)	Dept/LSA Fin Services	Tom Hart	• Generally, only non-UM persons are paid through this system for one-time payment event - unique exception when checks are to be hand-presented to a UM employee (i.e., recognition award) • Consult PeoplePay Wizard on Wolverine Access to determine correct form
*Professorships http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/tenured-and-tenure-track-faculty/faculty-awards.html ▪ **Collegiate/Endowed Professorship**	Dept	Mandy Harrison	• For all Professorships - nominating Chair memo and materials sent to Mandy Harrison for Executive Committee approval. All Professorships require a Regents Communication from either the LSA Dean's Office or the Provost's Office. • Collegiate and Endowed professorships are awarded by LSA for 5-year renewable terms
▪ **Distinguished University Professor (DUP)**			• DUPs are a University professorship with an ongoing title that carry into retirement with an emeritus title. Collegiate titles also can carry into emeritus.

Action Item	Who Generates Requests	Submit for Processing	Due Date and Instructions
▪ **Thurnau Professorship** http://www.provost.umich.edu/programs/thurnau/index.html	Dept	LSA HRTT	• Thurnaus are a University professorship with an ongoing title as long as the faculty member has active status at UM • A PAR for a professorship title is to be sent with a copy of the Regents Communication • Department/LSA HRTT initiates professorship stipend **PROCESS VIA WOLVERINE ACCESS** (See Additional Pay Section)
Promotions (in-season) for tenure-track and research-track faculty http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/tenured-and-tenure-track-faculty/promotions.html http://lsa.umich.edu/lsa/research/for-faculty--researchers--and-administrators/policies-procedures/research-faculty.html	Dept	Mandy Harrison	• Submits dossier for EC approval to College. Promotions not final until Regents approve in May
▪ Title change	Mandy Harrison	HRRIS	• Central updates Wolverine Access and directory. Department/LSA HRTT verifies accuracy – *no PARs needed for in-season promotions*
▪ Promotional salary increase	Linda Blakley	Salary Upload	• Promotion salary increase via "B" fund in LSA salary program – *no PARs needed for in-season promotion salary increase*
▪ Negative outcome on tenure decision	Dept	LSA HRTT	• Department creates letter of non-reappointment, attaches to PAR terminating or extending for one terminal year
Promotions (out-of-season) for tenure-track and research-track faculty http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/tenured-and-tenure-track-faculty/promotions.html http://lsa.umich.edu/lsa/research/for-faculty--researchers--and-administrators/policies-procedures/research-faculty.html	Dept	Mandy Harrison	• Department submits promotion dossier for EC approval • Promotions not final until Regents approve
▪ Title change	Dept	LSA HRTT	• PAR created by LSA HRTT for department for out-of-season promotion title change • Department/LSA HRTT verifies accuracy in Wolverine Access
▪ Promotional salary increase	Linda Blakley	Salary Upload	• For 9/1 out-of-season promotion salary increase via "B" fund in LSA salary program

Action Item	Who Generates Requests	Submit for Processing	Due Date and Instructions
▪ Promotional salary increase (Cont'd.)	Dept	LSA HRTT / Local HR	• For 1/1 out-of-season promotion PAR created for salary increase – due by 1st of the month
Reappointments ▪ **Assistant Professors – 3rd-year review renewals** http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/policies-and-procedures/tenured-and-tenure-track-faculty/evaluations-and-renewals.html	Dept	Mandy Harrison	• Department sends signed 3rd-Year Review Summary Report to Academic Affairs. Mandy gives to Deb and Deb shares with LSA HRTT.
	Dept	LSA HRTT	• PAR submitted following successful third-year review/major review
▪ **Lecturer III & IV major reviews with renewals** (under review)	Dept	Mandy Harrison	• Department sends reappointment dossier including major review materials to Mandy Harrison for EC approval
▪ **Research Fellow** http://prod.lsa.umich.edu/lsa/research/for-faculty--researchers--and-administrators/policies-procedures/research-fellows-post-docs/extension-or-termination-of-appointments.html	Dept	LSA HRTT / Local HR	• Local HR assists with reappointment process. • LSA HRTT creates PAR to extend end date along with copy of reappointment letter • Due by first of month in which current appointment is ending

▪ **Graduate Students**
  o **GSI and GSSA**
  o **GSRA**
http://hr.umich.edu/acadhr/grads/index.html
	Dept/LSA HRTT	Tom Hart	• Due by first working day of term of appointment
			• Must be treated as new-hire if 2 consecutive terms of work break have passed.
			• Fall, Winter, and Spring/Summer each equal one term.
			• GSAs are appointed term-by-term (or half-term in spring or summer)
			• LSA HRTT creates PAR or uses GSA spreadsheet (see LSA Academic Affairs Year calendar on website)
			http://lsa.umich.edu/lsa/faculty-staff/academic-affairs/calendars--meetings--and-events.html

▪ **Assistant Research Scientists**	Dept		• Department conducts 3rd-year review and changes end date to align with promotion review.
Renewals ▪ Senior Lecturers (under review)			
▪ Collegiate or Endowed Professors	Dept	LSA HRTT	• After EC and Regents approval, Department/LSA HRTT creates PAR with new end date
Resignations/Terminations	Dept	LSA HRTT & Linda Kentes	• **WORKFLOW PROCESS VIA WOLVERINE ACCESS** • Department/LSA HRTT to review and determine if effort certification is required. Appropriate effort certification to be completed online.

Action Item	Who Generates Requests	Submit for Processing	Due Date and Instructions
Retentions	Dept	Div. Assoc. Dean & Kim Berry	• Department/LSA HRTT works with Divisional Associate Dean and sends draft retention offer letter to Divisional AD and Kim Berry • Kim Berry generates retention commitment summary and provides copy to Department/LSA HRTT and LSA Finance
	Linda Blakley	LSA HRTT	• Retention salary increases effective 9/1 are handled via the "A & B" salary program funds – *no PAR needed* • PAR created by LSA HRTT for retention salary increases effective 1/1 – due by 1st of the month
Retirements (Tenure-track faculty)	Divisional Associate Dean		• Divisional Associate Dean negotiates with tenure-track faculty member and initiates written agreement. • Copy of written retirement agreement sent to Department once faculty member signs.
	Dept	LSA HRTT	• **WORKFLOW PROCESS FOR TERMINATION VIA WOLVERINE ACCESS** (See Resignation/Termination Section) • Directions on completing retirement memoir issued every term by Tom Hart • LSA HRTT review and determine if effort certification is required and complete online as appropriate
Shortcode Changes	Dept		• Initiate as soon as known. • Department should work with business office contact. • Retroactive changes: Sponsored Funds approval required for federal fund changes over 120 days retroactive.
	Dept	LSA HRTT	• LSA HRTT will create PAR for changes
Summer/Additional appointments	Dept	LSA HRTT	• LSA HRTT creates PAR for department by 1st day of the month
Visiting appointments ▪ **For endowed visiting faculty**	Dept	Mandy Harrison	• Request memo and CV sent to Academic Affairs for EC approval • Kathe Harrison creates Regents Communications