

Academic Appointments

LSA Academic Human Resources
lsahracademic@umich.edu

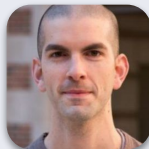
LSA Academic Human Resources (LSA AHR)

ACADEMIC EMPLOYMENT OVERSIGHT & SUPPORT | STRATEGIC & POLICY GUIDANCE | LABOR RELATIONS & COLLABORATION



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- Humanities | Natural Sciences | Undergraduate Education
- Phased Retirement Agreements for Lecturers



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- Social Sciences | Graduate Student Assistants in all divisions
- Tenured Faculty Retirement Agreements
- T/TT Faculty Leaves (SAB, DOC, SAL, LWOS)



Sheena McCullers
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- Dual Career Program for Partners of Current and Prospective Tenure/Tenure-Track Faculty
- Academic HR Support, Talent & Recruitment



[LSA Academic Human Resources – Office of the Dean](#)

309 Maynard | Floor 2 | Ann Arbor, MI | 48109-1382

Email: lsahracademic@umich.edu

If you're not sure who to reach out to for an HR question, please feel free to reach out to us, and we'll make sure it gets to the right person!

Or, for quick reference, bookmark: [LSA HR contacts by department](#)

M | LSA ACADEMIC HR **ZOOM POLL**

How familiar are you with LSA Academic Human Resources functions?

- ☐ Brand new, here to learn!
- ☐ Some exposure, still learning
- ☐ Comfortable with basics
- ☐ Experienced, here to sharpen expertise and share my knowledge

Common HR Acronyms

Leaves:

DOC	Duty off campus leave
LWOS	Leave without salary (no dollars/no benefits)
SAB	Sabbatical leave
SAL	Scholarly activity leave (generates medical coverage regardless of effort)
TOA	Topping off award (relates to scholarly activity leave)

Additional Pay Earnings Codes:

ADD	Administrative or added duties differential (requires administrative title)
SAL	Salary supplement (for GSI substitutions and one-time payment)
FEL	Fellowship pay for research fellows on training grant
LEO	Additional pay related to LEO appointment
LEP	LEO only: late layoff notice payment
LER	LEO only: lump-sum payment to adjunct lecturer following successful review
RAP	Relocation Allowance Payment
UNS	Additional pay unrelated to appointment (NO retirement contribution)

Others:

DBE	Department Budget Earnings
P-Mod	Person modifier - area in HRMS for viewing leaves, title, etc.
PAR	Personal action request
SSC	Central (University) Shared Services Center
HRTT	LSA HR Transaction Team
LHR	LSA Local HR Team
LSA AHR	LSA Academic HR
FAA	LSA Faculty Academic Affairs Team

HR at U-M

UNIVERSITY HR

Sets campus-wide policies and compliance standards.

[UHR website](#)

MICHIGAN MEDICINE HR

Divisional HR for Michigan Medicine & Medical School.

Website unavailable to non-MM staff.

EMBEDDED HR

Decentralized HR for schools, colleges, and units.

[LSA HR website](#)

SHARED SERVICES CENTER (SSC)

Basic HR support for services standardized across the university.

[SSC HR website](#)

LSA Academic Human Resources at-a-glance

LSA is the largest of U-M's 19 schools and colleges. LSA AHR's academic appointment support at-a-glance:



*support
more than*
75
*academic units
& programs
in LSA*



*maintain
over*
5,000
*academic
appointments*



*review
and approve*
10,000
*appointment
changes
each year*

LSA Faculty Affairs (FAA)

- **Tenure & tenure-track** appointments: recruitment, promotion, tenure-clock exclusions, shifts, leaves, and retentions
- **LEO Lecturer III** position requests
- Facilitate and prepares items for **Executive Committee (EC)**, **Provost**, and **Regental** approvals
- Faculty Lifecycle Portal (**FLC**)
- Departmental **external reviews**
- **Admin support** for Divisional Associate Dean (DAD) meetings, C & D info sessions, etc.



[Faculty Academic Affairs Org Chart](#)

Policies, guidelines, and forms can be located on the [LSA Gateway](#).

LSA Academic HR (AHR)

- Dean's level **approval** and **oversight** of LSA academic **appointment changes in HR System (M-Pathways)** for T/TT faculty, lecturers, research faculty, research fellows, graduate student assistants, and more
- Provide **strategic support and policy and guidance** to divisional associate deans and units
- **Investigate and resolve complex** compensation, benefit, medical leave and other **concerns**
- Closely collaborate with partners in University AHR, Academic Affairs, Finance, Research, and other university areas to address employment issues
- Coordination of faculty **retirement agreements**
- Faculty **dual career** services



[LSA Human Resources Org Chart](#)

[LSA HR Contacts by Department](#)

Academic Appointment Changes Beginning Fall 2025



Emily Haygood <ehaygood@umich.edu>

Recent Calendar Adjustments:

- **2020:** Fall classes shifted to the Monday before Labor Day.
- **2023:** Winter term start moved to the second Wednesday in January.
- These changes were made to enhance student well-being and optimize learning, but led to discrepancies in appointment periods for instructional roles.

University Response:

- Updated appointment and assignment periods to align with the revised academic calendar.

[Important Announcement] University Updates to Academic Appointment Periods

2 messages

Patricia Wittkopp, Associate Dean for Natural Sciences <naturalsciad@umich.edu>

Tue, Feb 18, 2025 at 10:00 AM

To: natscihead <natscihead@umich.edu>

Cc: LSA Academic Human Resources <lsahracademic@umich.edu>

Dear Chairs and Directors,

We're writing to inform you of a change to academic appointment periods for the upcoming 2025-26 academic year and beyond. While this information will be important for you to be aware of, your Chief Administrators will be receiving more detailed communications on this topic and will be the ones operationalizing any necessary changes.

In recent years, the University has made several calendar adjustments. In 2020, the start of Fall classes was moved to the Monday before Labor Day, and in 2023, the start of the Winter term was shifted to the second Wednesday of January. These changes were aimed at improving student well-being and optimizing learning. However, they also created discrepancies with the appointment periods for our instructional appointments. To address this, central university academic human resources has established separate appointment periods (as reflected in the HR system) and assignment periods (as reflected in offer letters, aligned with the academic calendar) for U-Year tenured/tenure-track faculty, U-Year, and U-Year term lecturers, as well as per-term lecturers and graduate student assistants.

It is important to know these changes will not affect workloads or pay. While the dates have shifted, the number of instructional days and the work expectations for each term will remain unchanged. Please see the below chart for a simple breakdown of the changes.

Appointment Type	Current Appointment Period (AY 2024-2025)	New Appointment Period (HR System)	New Assignment Period (Offer Letters)
U-Year Faculty (tenure, tenure-track, lecturers)	Aug 26 - May 31	Aug 25 - May 24	Aug 25 - May 24
U-Year T Lecturers I/II	Aug 26 - April 30	Aug 25 - Apr 30	Aug 25 - 72 hours after the last day of the term (latest date is May 9)
Per-Term Lecturers and GSAs	Fall: Aug 26 - Dec 31 Winter: Jan 1 - Apr 30	Fall: Aug 25 - Dec 31 Winter: Jan 1 - Apr 30	Fall: Aug 25 - Dec 31 Winter: Jan 1 - 72 hours after the last day of the term

We will discuss these changes more in-depth in our March Chairs & Directors meeting.



Definitions

NEW

Fall 2025 and beyond...

Appointment Period

- The appointment period is the official time frame during which an employee is formally appointed. Compensation is based on these dates.

Assignment Period

- For U-Year T and per-term instructors, the assignment period extends 72 hours beyond the last day of the Winter term to cover grading, final assessments, and other concluding responsibilities.



Academic Appointment Changes Beginning Fall 2025

Appointment Type	Current Appointment Period (AY 2024-2025)	New Appointment Period (HR System)	New Assignment Period (Offer Letters)
U-Year Faculty (tenure, tenure-track, lecturers III, IV, and some II) <i>9-month appointments</i>	Sep 1 - May 31	Aug 25 - May 24	Aug 25 - May 24
U-Year T (lecturers I & II) <i>8-month appointments</i>	Aug 26 - April 30	Aug 25 - Apr 30	Aug 25 - 72 hours after the last day of the Winter term (latest date is May 9)
Per-Term (lecturers and GSAs) <i>4-month appointments</i>	Fall: Aug 26 - Dec 31 Winter: Jan 1 - Apr 30	Fall: Aug 25 - Dec 31 Winter: Jan 1 - Apr 30	Fall: Aug 25 - Dec 31 Winter: Jan 1 - 72 hours after the last day of the term

Understanding the Impact



Clarification of Workload

- These changes do not result in additional workload. While the dates have shifted, the number of instructional days and the work expectations for each term will remain unchanged. Breaks are incorporated into the appointment periods to allow for flexibility.

Flexibility in Instructional Roles

- As you know, many instructional roles require work both during and outside the official appointment periods. This flexibility ensures our instructors are well-prepared to deliver high-quality education while maintaining academic standards.

Pay & Benefits

- Please be assured that there will be no changes to the pay schedule or benefits, except for the previously announced 7/1 effective merit date for U-Year faculty, which we will cover in more detail in the next few slides.

IMPORTANT: University Hiring Measures

[University of Michigan's Hiring Review Process](#), which was implemented on February 26, 2025

LSA Academic Appointment Review Process

1. Hiring Request Submitted By LSA Academic Unit
2. Reviewed weekly by Non-Tenure Instructional Review Committee
3. Committee Recommendations Submitted to Dean Ceballo
4. Dean Ceballo Recommendations Submitted to Provost's Office for Executive Office Review; Unsupported Requests Communicated to Relevant Units
5. Determination Communicated to Relevant Units

As a reminder: Per the terms of the contract, Lecturer I appointments are generally made on a term-by-term basis and do not carry a presumption of renewal or an expectation of future employment. However, *if instructional needs continue, current lecturers* may be reappointed at the unit's discretion *without going through the University's hiring review process*, provided there is no break in service.

Academic Appointment Changes

- ➔ Requested by the department.
- ➔ Created by the [LSA HR Transaction Team](#).
- ➔ Approved at the department level and dean's office; sometimes University SSC Data Management and/or HRRIS.



There are many types of academic appointment Personnel Action Requests (PAR). Some common types include:

- New Hires
- Additional Appointments (i.e. Joint; Summer; Director; Chair; etc.)
- Change in Appointment Date
- Comp Rate Changes
- Additional Pay
- Effort Changes/Appointment Shifts
- Shortcode Changes (DBE)
- Overloads
- Lecturer Leave of Absence
- Faculty Leaves
- Resignations/Retirements/Terminations
- Person Modifier Changes (i.e. Phased Retirement; LEO Supervisory Exclusion; Support from Outside Source; Extended Sick Leave; etc.)
- Deaths



Some transactions require the upload of supporting documentation. Keep in mind, all attached documentation is stored in the employee's imaged university personnel folder.



When submitting appointment changes, be mindful of the University payroll cutoffs/deadlines. For a list of dates, see [Payroll Cutoffs/Deadlines](#).

Academic Appointment Workflows

All academic appointments flow through the LSA Transaction Team and are approved by LSA Academic HR. The process is collaborative, with questions and information flowing between the unit and its various LSA HR partners.



LSA HR maintains a process workflows folder in Google Drive for most major HR processes. The folder can be accessed [here](#).

Notable New Hire Workflows

- Faculty: [Assoc Prof with tenure](#) and [Asst Prof without tenure](#)
- GSA: [GSI-GSSA](#) and [GSRA](#)
- [LEO](#)
- [Research Fellow](#)

Additional FAA Workflows and Resources

- [LSA FAA Gateway](#)

New Hire Process

The [LSA HR Transaction Team](#) (HRTT) is the main contact for processing new academic appointments. They handle posting positions on U-M Careers, managing offer letters, guiding candidates through employment paperwork, and submitting the new hire packet.

New Hire Packets for T/TT Faculty, Lecturers, Researchers, and Visitors include:

- ❑ Appointment Request Form (HR36400)
- ❑ Signed Offer Letter
- ❑ Regents Communication (Associate Professors, Professors, Asst Professors w/ Endowed Position, Visiting Professors w/ Endowed Visiting Title)
- ❑ Background Check Results (email from SSC)
- ❑ Faculty Personnel Record
- ❑ Supplemental Appointment Information (if been a GSI before do not need)
- ❑ CV
- ❑ PhD Certificate (for Asst Prof if requested in their offer letter)

On behalf of the dean's office, LSA Academic HR reviews and approves all academic new hire packages.

Waiver of Posting

A request to waive the posting requirement is considered when a unit's legitimate business needs outweigh the University's goal of broadly advertising opportunities. Examples include supporting reduction-in-force or dual career candidates.

Units can initiate a waiver request through the following:

- Tenured & Tenure-Track Faculty: acadpostingwaiver@umich.edu
- LEO Lecturers: kamil@umich.edu
- GEO Graduate Student Assistants: lsahracademic@umich.edu

Resources

[LSA Gateway: Academic Affairs](#) - scroll down to *Appendix 6a: Sample Email for Waiver of Posting Request*

[Standard Practice Guide 201.22](#)
Recruitment and Employment

Posting Waivers



Required?



When?



What next?

**Professor
Associate Professor
Assistant Professor**

Yes. Unit submits request to
acadpostingwaiver@umich.edu

If unit is requesting a person-specific hire.

Provide waiver to LSA HR Transaction Team for hiring packet.
Still requires completion of a pool report.

Instructor

No

Instructor positions in LSA are rare, but the University does not require public posting.

Visiting Faculty

No

Visiting faculty appointments require divisional AD approval, but positions are not required to be publicly posted.

Research Faculty

Yes. Unit submits request to
acadpostingwaiver@umich.edu

If unit is requesting a person-specific hire.

Provide waiver to LSA HR Transaction Team for hiring packet.
No pool report required for any positions.

LEO Lecturer III

Yes. Unit submits request to
kamil@umich.edu

If a contractual "special case appointment" applies or under exceptional timing constraints.

Provide waiver to LSA HR Transaction Team for hiring packet.

LEO Lecturer I

Yes. Unit submits request to
kamil@umich.edu

If a contractual "special case appointment" applies or under exceptional timing constraints.

Provide waiver to LSA HR Transaction Team for hiring packet.

GSI/GSSA

Maybe. Unit should consult
Michael Zakalik via
lsahracademic@umich.edu

Typically related to timely hiring decisions just before or after the start of term. Or if the posting duration needs shortening.

Unit maintains for documentation purposes. Usually comes in form of an email.

GSRA

No

Due to system limitations, GSRA positions cannot be publicly posted. Unit can post internally and ask students to apply.

Classification of Ranks and Titles

Academic appointments are classified into ranks and groups by title. Salary periods, benefits, and rights may vary by title within categories.



Classification and Appointment of Instructional Faculty

<https://spg.umich.edu/policy/201.34-1>

Regular Academic Titles	Job Code	Salary Period	Posted or Not Posted
Professor	201000	U Year (9/1-5/31)	Posted
Associate Professor	201500	U Year (9/1-5/31)	Posted
Assistant Professor	202000	U Year (9/1-5/31)	Posted
Instructor	202500	U Year (9/1-5/31)	Does not need to be posted
LEO Lecturer II	202840	U Yr-Term or U Year	Not applicable
LEO Lecturer III	202860	U Year (9/1-5/31)	Posted
LEO Lecturer IV	202880	U Year (9/1-5/31)	Not applicable
Supplemental Academic	Job Code	Salary Period	Posted or Not Posted
LEO Lecturer I	202820	Term or U Yr Term	Posted
LEO Intermittent Lecturer	202800	Term	Posted
LEO Adjunct Lecturer	202780	Term	Does not need to be posted

Primary Research Titles	Job Code	Salary Period	Posted or Not Posted
Research Scientist	128960	12 months	Posted
Associate Research Scientist	128940	12 months	Posted
Assistant Research Scientist	128920	12 months	Posted
Research Fellow	134120	12 months	Does not need to be posted
Visiting Research Investigator	128970	12 months	Does not need to be posted
Supplemental Instructional	Job Code	Salary Period	Posted or Not Posted
Visiting Professor	201050	Term or U Yr Term	Does not need to be posted
Visiting Associate Professor	201550	Term or U Yr Term	Does not need to be posted
Visiting Assistant Professor	202050	Term or U Yr Term	Does not need to be posted
GSA	Job Code	Salary Period	Posted or Not Posted
Graduate Student Instructor	205000	Term/Half Term	Posted
Graduate Student Research Asst	205400	Term/Half Term	Does not need to be posted
Graduate Student Staff Asst	205800	Term/Half Term	Posted

Dean's office pre-approval required

AD pre-approval is required before making arrangements or certain offers in the following cases:



- New Lecturer offers where the FTR exceeds the minimum threshold (*to be handled separately or in conjunction with University-mandated hiring review*)
- Lecturer equity salary adjustments
- Lecturer workloads deviating from standard 3+3 standard
- Lecturer overloads
- Lecturer I/II performing administrative duties
- Lecturer posting waivers/Article XIV Special Case appointments
- Graduate student employees exceeding 26 hours/week
- GSI posting waivers
- Staff teaching
- Research Fellow renewals less than one-year or less than annual 3% increase
- Visiting faculty offers (initial and renewal)
- International Remote Work



Tenure/Tenure-Track Faculty Appointments
Faculty Processes
Resources

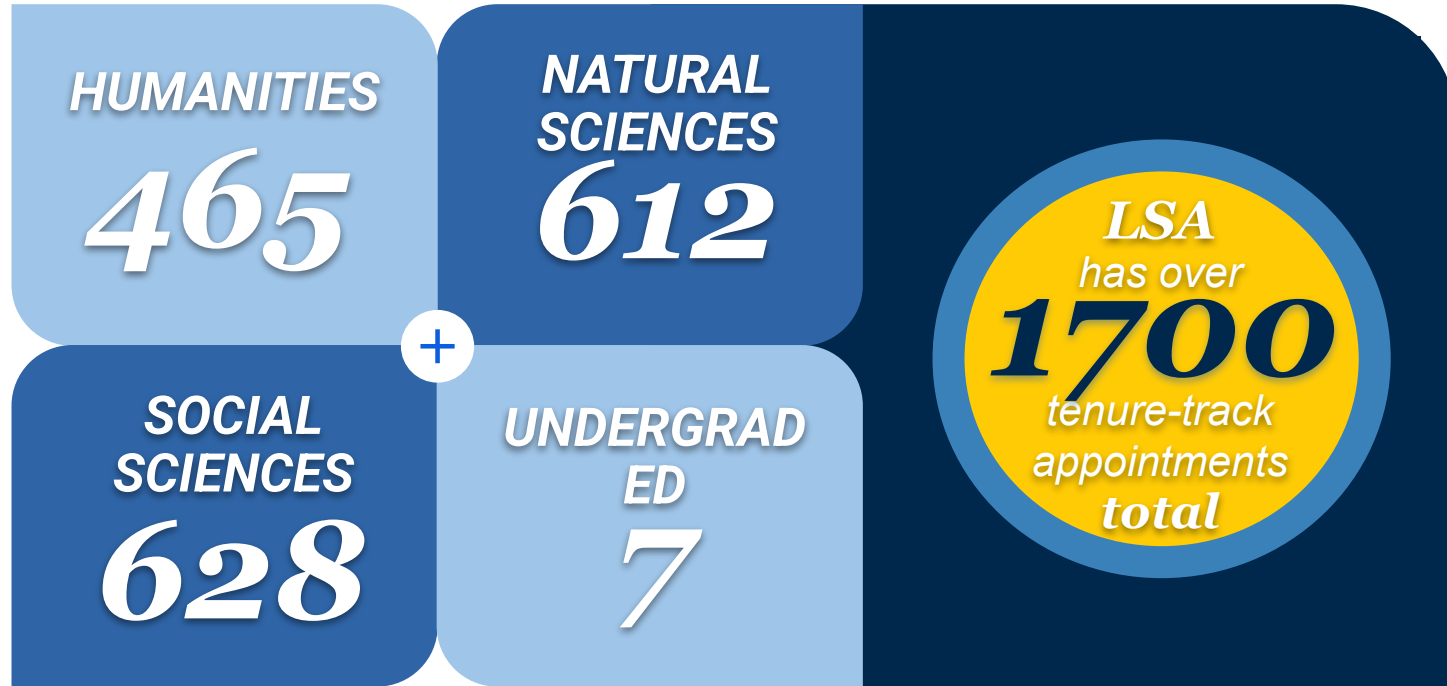
Tenure/Tenure-Track Faculty

M | LSA
ACADEMIC HR
ZOOM POLL

As of 2025, how many tenured and tenure-track faculty are there campus-wide at the University of Michigan, Ann Arbor?

- A.** 5,146
- B.** 3,202
- C.** 2,579
- D.** 6,008

Tenure & Tenure-Track Faculty *at-a-glance*



Tenure-Track Faculty

Tenure track faculty are classified under the following titles:

Professor & Associate Professor

- Tenured professorial staff appointed by the Board of Regents and Provost, upon recommendation by College's Dean and Executive Committee (EC). Initial appointment is open ended.

Assistant Professor:

- Tenure track teaching staff appointed upon recommendation by the College's Dean and EC. Initial appointment is typically three (3) years, with renewal terms of three (3) years.

Procedures are located on the Faculty Academic Affairs area of the [LSA Gateway](#):

- Recruitment
- Promotions
- Leaves and Sabbaticals
- Joint Appointments/Appointment Shifts for Existing Faculty
- Family Friendly Policies
- Third Year Review
- Faculty Honors
- Faculty Transitions
- Conflict of Interest Policy
- Academic HR Processes

Policies & Guidelines

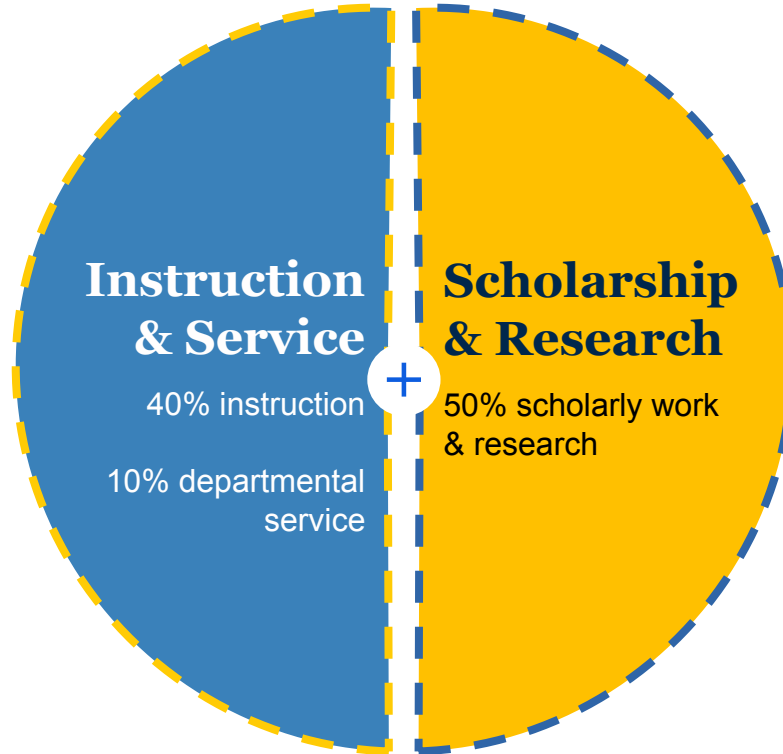
[Classification and Appointment of Instructional Faculty | Standard Practice Guides](#)

[Faculty Resources | U-M Office of the Provost](#)

[U-M Faculty Handbook](#)

[Regents Bylaws](#)

Tenure-track faculty effort: 50/50 Framework



Tenure-track faculty: HR Appointments

Name: Chemist, Atom
Campus ID: ACHEMIST
Empl ID: 12345678
Admin Contact: Smith, Jane
Admin Dept: 173500 LSA Chemistry

▼ Employee Record Summary												
Empl Rcd#	Eff Date	Job Code / Department		Payroll Stat Action Rsn	Std Hrs	Class Ind	FLSA	Comp Rate / Comp Freq	FTR / Appt Period	Appt End Date	Reg/Temp	HR Primary Job Indicator
0	09/01/2022	201000 173500	PROFESSOR LSA Chemistry	Active Merit	40.00	Regular	E	90,000.00 Annual	90,000.00 U-Year AA		Regular	Primary
1	09/01/2022	201000 173500	PROFESSOR LSA Chemistry	Terminated	40.00	Summer	E	10,000.00 Monthly	90,000.00 U-Year AA	08/31/2022	Regular	Secondary
2	07/01/2021	106000 173500	ASSOCIATE CHAIR LSA Chemistry	Active	0.00	Regular	E	0.00 Hourly	0.00 W/outSal	05/31/2024	Regular	Secondary
3	06/01/2022	201001 234000	PROFESSOR MM Biological Chemistry	Active	0.00	Regular	E	0.00 Hourly	0.00 W/outSal	05/31/2027	Regular	Secondary

Tenure-track faculty: HR Appt Budget Details



The Department Budget Earnings (DBE) section shows a financial overview of an appointment. Each employee record has its own DBE.

Department Budget Details

Department: 173500 LSA Chemistry

Effective Date Detail

Effective Date:	09/01/2022	Job Title:	PROFESSOR	Std Hours:	40.00
Funding End Date:	05/31/2023	Job Code:	201000	FTE:	1.0000
Sponsored Project Pool:		FTR:	90,000.00 / U-Year AA	Comp Rate:	90,000.00 / Annual

Earnings Distribution Detail

Short Code	Short Code Descr	% Effort	% Dist	Fund	Dept ID	Prog	Class	Project	Comp Rt Dist
123456	Instructional	50.00	50.000	10000	173500	LIREG	11000		45,000
183456	Dept Scholarship/Research	50.00	50.000	10000	173500	LIREG	21000		45,000

Tenure-track faculty effort: Framework variations

Some faculty have additional roles that require an adjustment to the standard 50/50 structure.

Variation Scenario #1: **Faculty Serving as Associate Chair**

In this scenario, the role has administrative effort and the research effort needs to be reduced.



Variation Scenario #2: **Department Chair**

In this case, the administrative effort is taken from the instructional effort.



All activities must be accurately captured and effort cannot exceed 100%

Faculty effort: U-Year appointment

	Academic Year (AY)	Summer Teaching	Summer Months (SM)
September	Fall Term 8/25 - 12/31 (4 months)		
October			
November			
December			
January	Winter Term 1/1 - 5/24 (5 months)		
February			
March			
April			
May		Spring half-term (Term IIIA)	
June			June/July/August (3 months)
July		Summer half-term (Term IIIB)	
August			

Leaves

Tenure-track faculty have a number of leaves available to them (sabbatical, duty off campus, scholarly, etc.) and all of them follow the same process.

Leave requested via FLC

Faculty member submits leave request in the Faculty Lifecycle Tool. Faculty Academic Affairs are point of contact for details and questions about the FLC.

LSA Executive Committee

LSA EC approves leave; approval notification is sent.

LSA Transaction Team

LSA TT creates leave PAR for approval by unit and LSA AHR. All leave PARs change shortcode class to 21000 for duration.

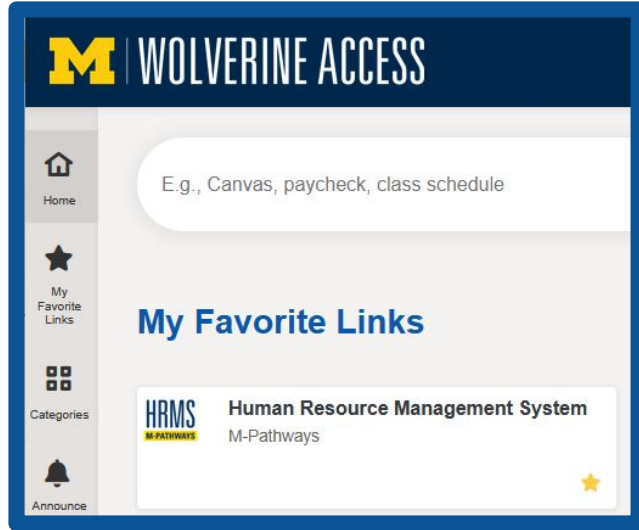
U-M Shared Services Center

Loads leave into the HR system, updates PMODs.



[LSA Gateway: Academic Affairs - Leaves and Sabbaticals](#)

Leave request timing in Wolverine Access



Stopping or changing pay?

Fall term: Leave should be reflected in HRMS by 7/15

Winter term: Leave should be reflected in HRMS by 1/15

No change to pay?

PAR creation may be delayed until after the term begins, especially in fall, to avoid conflicts with the salary program. It can also occur anytime after approval to accommodate special circumstances or faculty benefits issues.



Departmental Best Practice:

Units should verify leave in M-Pathways following the guidelines on the left. Contact LSA AHR or the Transaction Team if leave records are incorrect or missing.

Life Events: Modified Duties

Modified Duties: For tenure-track faculty who experience life events that decrease their ability to meet their teaching obligations (two-terms for birth mothers and one term for others). Reasons might include:

- childbirth, adoption, illness or death of immediate family member, personal illness/health condition if extended sick leave is not substantiated by Work Connections

Process: Request initiated by the faculty member through the [Faculty Life Cycle Portal](#).

- Release from teaching only
- Requests are made within one year of the “event”, if possible
- Continue to receive full salary and benefits
- Continue to accrue sabbatical equity



Medical Leaves: Work Connections

Who?

Academic personnel (except GSAs) with an illness or injury which prevents them from working.

- If a T/TT faculty member is away from work for more than 10 days (2 weeks), Work Connections must become involved.
- At times, academic personnel may choose to work directly with their unit CA or EA to establish the case with Work Connections.
- The chair or director should consult with the relevant associate dean about replacement teaching.

Work Connections

[Work Connections](#) is an integrated disability management program developed by the University of Michigan to help employees and supervisors when an employee experiences an injury or illness that prevents working.

- [Link](#) to file a request online
- [Link](#) to the paper form to be mailed/faxed

Medical Leaves: Short Term & Extended Sick Leave

Short Term Sick Leave

Faculty are eligible to receive sick leave income for up to **three calendar weeks per year**.

Extended Sick Leave

Faculty with one year of service and less than ten years of service are eligible for one term of extended sick at full pay and one term of extended sick at half pay.

Faculty with ten or more years of service are eligible for one academic year of extended sick at full pay and one academic year of extended sick at half pay. When factoring in their use of short term sick (3 weeks every year), the extended sick can carry over to another academic year.

Extended sick time renews on a 5-year look back (prorated to effort). For each incident of "incapacity," look back 5 years at that time to determine how much (if any) extended sick time used.

Extended sick leave **must be substantiated by** an active **Work Connections** case.



The department or academic program should maintain a complete, accurate report of sick leave absence, which is essential. Short term sick and Extended sick are tracked internally, but Extended sick should also be added to the employee's P-Mod.

Medical Leaves: FMLA

The Family and Medical Leave Act of 1993 (FMLA)

FMLA allows eligible employees up to twelve weeks of job-protected leave per year, provides for continuance of pre-existing health, dental, and vision coverage during this period, and restores the employee to the same or an equivalent position at the conclusion of the designated leave. The FMLA applies to all employees with at least one year of service who worked at least 1250 hours in the previous twelve months.



[FMLA Toolkit](#)

Tenure Track Faculty

Typically, units are very supportive of the faculty member during family-friendly leaves (i.e. Modified Duties) to accommodate such situations. For this reason, it would be extremely rare, if ever, that faculty request and use FMLA.

LEO Lecturers & Research Fellows

In LSA, we treat lecturers and research fellows as we do tenure-track faculty. They exhaust all paid time before we apply FMLA designation. This is a no-pay situation, but with active status and benefits continuation.

Medical Leaves: Resources

There are various ways in which a member of the University community may obtain time off work, either paid or unpaid, to meet the faculty member's professional and personal needs. Because of the time commitment required of faculty members who teach, some of these leaves may not apply to them.

In LSA, faculty absences must be reported to the faculty member's chief administrator and department chair or director.

According to the [LSA Leave Policy](#), faculty absences from the university lasting three consecutive weeks or more *require an approved leave*, unless explicit approval is obtained from an Associate Dean.

Policies & Guidelines

[Faculty Handbook 16.C](#)

[LSA Faculty: Work Connections Protocol](#)

[U-M Work Connections Website](#)

[Well-Being at U-M Resources for Faculty and Staff](#)

[U-M Wellbeing Collective](#) Counseling and mental health support for students, staff, and faculty.

SPG 201.93 [Modified Duties for New Parents](#)

SPG 201.11-1 [Sick Leave Plan – Academic Appointments](#)

[AHR Sick Pay Procedure](#)

SPG 201.30-1 [Unpaid Leaves of Absence \(Instructional\)](#)

[Parental Leave Toolkit](#)

Summer Salary

Summer Ninth(s)

Tenure-track faculty with a U-Year appointment may be granted a summer ninth for teaching, research, or service. It is called a ninth because the amount paid is based on one ninth of the employee's annual FTR.

Requests should be submitted to [LSA HR Transaction Team](#) for processing.



Examples

- Professor awarded a research grant and funds have been allocated to pay one month during the summer to complete the research. This is a summer ninth.
- Professor is awarded summer ninths upon hire or negotiated a retention agreement. These recruitment and retention ninths can be taken at an agreed upon time during their employment.

Considerations

- Typically, a faculty member has a nine month appointment, two terms of four months each and one month (May) in which to complete scholarly activities, for a total of nine months. Ninths can be paid in June, July, August.
- Sponsored funds may not be charged in the month of May as summer salary, nor can they be charged for more than 2 ½ months of summer funding.

Policies & Guidelines

UM-SPG requires that summer ninths should carry effort.

[Summer Appointments - UM Ann Arbor \(SPG 201.04\)](#)

Administrative guide for chairs, directors, and chief administrators.

[LSA Tenure-Track Faculty Salary, Effort, and Ninths Guidelines](#)

Minimum and maximum amounts for U-Year Faculty summer teaching compensation. These caps do not apply to summer ninths.

[LSA Term III Process Policy](#)

U-M policy allows faculty to receive a maximum of two months of full-time teaching compensation each summer and no more than 2.5 months of sponsored research funding.

[Summer Appointments in Excess of Two Months](#)

Summer Salary

Summer ninths and summer teaching are processed on a separate employee record with a classified indicator of 'Summer', instead of 'Regular.'

Name: Chemist, Atom
Campus ID: ACHEMIST
Empl ID: 12345678
Admin Contact: Smith, Jane
Admin Dept: 173500 LSA Chemistry

▼ Employee Record Summary

Empl Rcd#	Eff Date	Job Code / Department		Payroll Stat / Action Rsn	Std Hrs	Class Ind	FLSA	Comp Rate / Comp Freq	FTR / Appt Period	Appt End Date	Reg/Temp	HR Primary Job Indicator
0	09/01/2022	201000	PROFESSOR	Active	40.00	Regular	E	90,000.00 Annual	90,000.00 U-Year AA		Regular	Primary
		173500	LSA Chemistry	Merit								
1	09/01/2022	201000	PROFESSOR	Terminated	40.00	Summer	E	10,000.00 Monthly	90,000.00 U-Year AA	08/31/2022	Regular	Secondary
		173500	LSA Chemistry									



Retirements for tenured faculty

LSA provides retiring tenured faculty members with a retirement agreement to map out the terms of the end of their regular employment.



Agreement

- The retirement agreement is the result of a confidential conversation between the faculty member and the Associate Dean
- LSA AHR coordinates with the AD and the faculty member to document the agreement
- A signed agreement is shared with the unit

Memoir

- Reminders and guidelines are sent once per term by LSA AHR
- Units submit a draft memoir, copy of the CV, and copy of the retirement agreement to memoirsandmemorials@umich.edu and the LSA HR Transaction Team
- Emeritus status is granted by the Regents

Resources

[Preparing retirement memoirs](#)

[Retirement memoir guidelines](#)

Emeritus Title



Regular and clinical instructional faculty, research professors, research scientists, librarians, curators, and archivists may, upon retirement, be granted an emeritus or emerita title by the Board of Regents. See [SPG 201.80](#).

Tenure track faculty will regularly be granted emeritus status before their official retirement date via the [memoir process](#).

LEO Lecs II and IV may be granted an emeritus title after retirement. See [LSA Emeritus Request Guidelines For Retired LEO Lecturers](#) in the LSA Gateway for more information.

Teaching Compensation for Retired Faculty

Tenured Faculty

- Emeritus tenured faculty may return to teach at 1/9 of their salary at the time of retirement per 3-4 credit course (with professor emeritus title). Emeritus faculty performing research only may pull salary from the sponsored funds if the funding source allows.

Lecturers

- Retired Lecturers who return to teach will do so at the LEO Lecturer I title and will have their FTR at the time of retirement matched after conversion from UYear to Term as long as it meets current LEO minimums. Lecturers below the current minimum will be compensated at that rate.
- Units should not make promises about salary without first consulting with the HRTT.
- Note: University long title will still be the retired Lecturer title; Lec I title is only in the HR system.

Retirees should be aware of potential benefits cost changes due to [Employer Shared Responsibility](#).

Visiting Instructional Faculty

Individuals whose ongoing employment responsibilities lie outside the University at another institution of higher education may be appointed as **Visiting Instructional Faculty**.

Appointments are for one year or less and may be extended for a second year only under unusual circumstances. Visiting instructional appointments are made at any rank, but must be consistent with the individual's professional stature.



Procedure

LSA Dean's Office prior approval is needed for visiting faculty appointment offers. Requests to appoint the visiting faculty member should be addressed to the divisional Associate Dean, accompany the CV of the candidate, and have the support of the department Chair.

Include the following information:

1. Requesting department name;
2. Requesting faculty member name (with what group/activity will the candidate be associated);
3. Rank of the position (assistant professor, associate professor or professor);
4. Justification for the position including benefits to the College that are anticipated or expected as a result of the proposed appointment;
5. Anticipated start date; and
6. Duration of the appointment (limited term up to one year);
7. Percent of effort (workload), anticipated salary, and source of funds.

Requests should be sent to LSA Academic HR (lsahracademic@umich.edu). LSA AHR will notify the department when the Associate Dean has reviewed and made a recommendation.

Resources

[Visiting Instructional Faculty](#)

[LSA Visiting Professor Compensation Policy](#)

Visiting Instructional Faculty
[Template Offer Letter](#) (Google Doc)
linked at the bottom of this
[Resources & Tools](#) page on the LSA
Gateway

[SPG 201.34-1](#) - scroll down to
section I, G. Visiting instructional
faculty



Research Faculty Titles

Research Faculty Policy & Procedures

Resources

Research Faculty

Research Faculty – Two Tracks

Research Scientist Track:

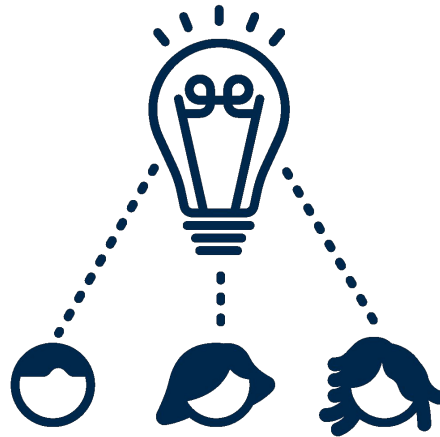
- Assistant Research Scientist (aRS)
- Associate Research Scientist (ARS)
- Research Scientist (RS)

Research Professor Track:

- Research Assistant Professor (RaP)
- Research Associate Professor (RAP)
- Research Professor (RP)

Procedures can be located on the Research service area of the [LSA Gateway](#):

- Research Faculty Policy
- Research Scientist Track offers
- Promotions



Resources

[LSA Research Faculty Policy](#)

[Research Faculty Appointment Criteria Review Grid](#)

[Criteria for Appointment and Promotion to Research Faculty Ranks](#)

[Guidance on the Teaching/Mentoring Criteria for the Research Professor Track](#)

[Research Faculty Mandatory Review Addendum](#)

[UMOR site](#)



Lecturer Titles

Lecturer Salaries & Benefits

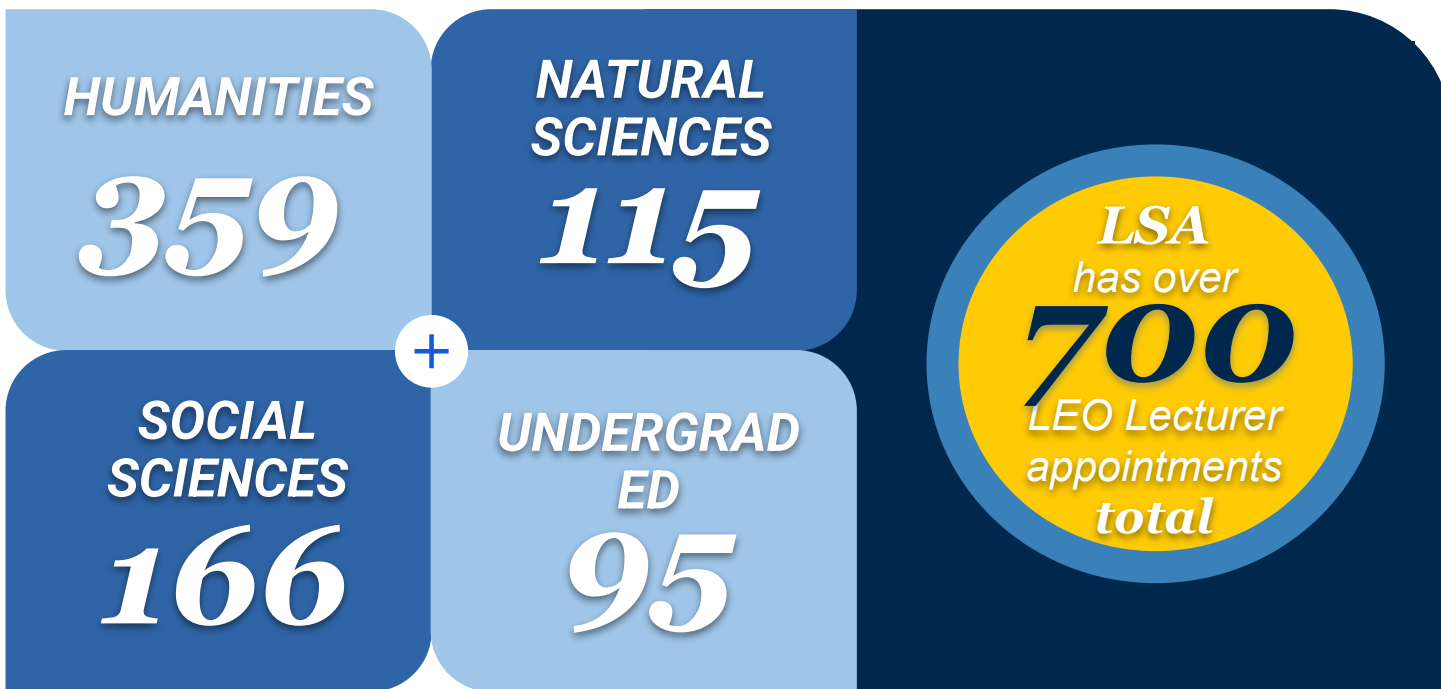
Lecturer Spring/Summer Appointments

Lecturer Retirements

Lecturers (LEO)

Lecturers *at-a-glance*

The number and types of appointments can vary greatly by region.



M | LSA ACADEMIC HR **ZOOM POLL**

What is the biggest challenge your unit faces when managing lecturer appointments?

- ☐ Understanding the different lecturer titles
- ☐ Navigating posting and hiring requirements
- ☐ Managing workload determinations and assignment letters
- ☐ Tracking review schedules and renewal processes
- ☐ Complexities of the LEO contract and its administration
- ☐ Other (please share in chat)

Lecturers (LEO)

There are two different tracks for Lecturers:

Lecturer I/II

- Lecturer I: most Lecturers are hired in as a Lecturer I
- Lecturer II: Lecturer Is can receive a title change to a Lecturer II, after successfully completing a major review.

LEO Lecturer I (202820)

Primarily teaches assigned courses; appointments are for periods of one (1) or more semesters and do not carry presumption of renewal.

LEO Lecturer II (202840)

Primarily teaches assigned courses; appointments are for periods of three (3), then five (5), then seven (7) years and may be made on a University Year Term (September 1 - April 30) or University Year (September 1 - May 31) basis; these appointments carry presumption of renewal.

Resources

[U-MILEO Agreement 2024-2028](#)

[U-M AHR: Lecturers](#)

[General LSA Lecturer Workload Standard](#)



Lecturer I and II appointments are primarily teaching appointments. There are typically no additional assigned duties or responsibilities, such as a Director appointment.

Lecturers (LEO)

The other Lecturer track is:

Lecturer III/IV

- Lecturer III: Lecturer IIIs are hired into this job title and job duties include instruction, administrative duties and more broad instructional expertise.
- Lecturer IV: Lecturer IIIs can receive a title change to a Lecturer IV, after successfully completing a major review.



LEO Lecturer III (202860)

Appointments are for positions that include instruction, significant ongoing administrative or service duties, and/or require a range of instructional expertise; appointments are made for annual or multi-year university-year appointment periods ("U-Yr", August 25-May 24) for a total of no more than four (4) years and do not carry presumption of renewal.

LEO Lecturer IV (202880)

Appointments are for positions that include instruction, significant ongoing administrative or service duties, and/or require a range of instructional expertise; appointments are made for multi-year U-Yr appointment periods, approved by the LSA Executive Committee and carry presumption of renewal.

Resources

[U-M|LEO Agreement 2024-2028](#)

[U-M AHR: Lecturers](#)

[General LSA Lecturer Workload Standard](#)

Lecturers (LEO)

Intermittent vs. Lec I

- If it is anticipated the individual will only be appointed to teach one time → LEO Lec I
- Look at pattern of teaching to determine and the work they are doing.
- If a LEO Lec I begins to have the teaching pattern of an Intermittent Lecturer for 2 years there is a possibility of making a retroactive change to the Intermittent title. This requires an MOU to define how the terms count towards major review.

LEO Intermittent Lecturer (202800)

Teaches one or more regularly occurring courses as an ongoing part of the academic curriculum, but typically no more than (1) semester per academic year. For this group of Employees, one (1) semester or less per academic year is the regular appointment pattern and not the result of layoff due to lack of instructional / programmatic need or budgetary support. No presumption of renewal.

LEO Adjunct Lecturer (202780)

This lecturer title is unique in that it does not require posting. Adjunct Lecturers hold a regular U-M non-instructional title at 50% effort or greater. The two positions must be interdependent. When the instructional appointment is active and the individual is teaching, the staff/admin appointment effort cannot drop below 50% effort. Exceptions require Local HR consultation and higher level approval. Non-exempt staff employees holding instructional titles is not advisable or supported.

[LSA Staff Teaching Policy](#)



If the department is unsure of the teaching pattern, the initial hiring should default to Lecturer I.

Lecturers (LEO): Salaries & Benefits

Lecturer salaries can involve a variety of complexities:

- Establishment of starting salaries
- Annual increases
- Major review increases
- Period appointments
- Hybrid appointments
- Spring/Summer appointments

Lecturer benefits can also involve complexities:

Employees whose appointments are 50% or more for Fall and Winter semesters, shall receive employer contributions (May to August) for health and/or dental benefits.

Employees **not** on a U Year pay schedule will have the employee contributions deducted from their last paycheck in April, unless they request in writing that they do not wish to have summer benefits or will make monthly payments from May to August.



[LSA HRTT](#) is best positioned to assist departments in determining the correct salary for each scenario.



[LSA Local HR](#) is best positioned to assist departments with lecturer benefits questions and concerns.

Lecturers (LEO): Spring & Summer (TRMIII)

Administrative Effort for Lecturers in Term III

Because the primary role of lecturers in LSA is to provide classroom instruction, lecturers generally should not be assigned effort during Term III to perform administrative responsibilities, including but not limited to academic advising.

Lecturers III and IV who have significant and ongoing administrative responsibilities carry out those duties on the same schedule as their multi-year lecturer appointments—typically, in the fall and winter terms.

Any administrative tasks assigned to lecturers during Term III should instead be assigned on non-lecturer appointments (i.e. temporary appointments).



Please contact your [Local HR Team partner](#) and/or [Kamil Robakiewicz](#) for more information.



Types of Graduate Student Assistants

GSA Appointment Processing

GSA Special Considerations

Resources

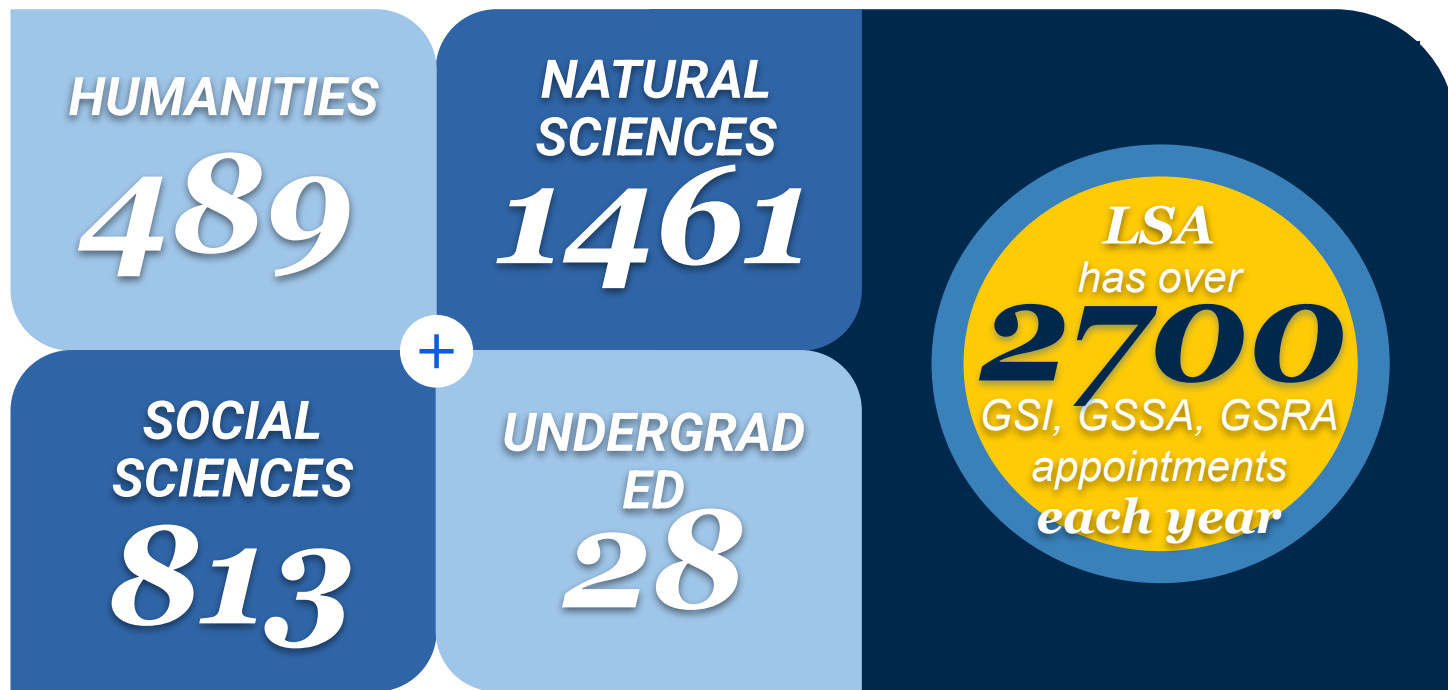
Graduate Student Assistants (GSA)

M | LSA ACADEMIC HR **ZOOM POLL**

Quick guess: Which U-M school or college has the most GSIs and GSSAs?

- ☐ LSA
- ☐ Ross School of Business
- ☐ College of Engineering
- ☐ School of Education
- ☐ Other

Graduate Student Appointments *at-a-glance*



Graduate Student Assistants (GSA)



Graduate Student Assistants are classified under the following titles:

GSI - Graduate Student Instructor:

- Teaches, coordinates, leads or assists in the instructional process
- Can also include terms Grader, Mentor

GSSA - Graduate Student Staff Assistants

- Performs administrative, counseling or education duties and whose employment either 1) fulfills a degree requirement or 2) is otherwise considered “academically relevant” by the academic unit in which the degree is being pursued

GSRA - Graduate Student Research Assistant:

- Provides research assistance within a specific unit for faculty or lab
- Not covered under UM|GEO Agreement

Resources

[UM|GEO Agreement](#)

[Fraction Calculation Form](#) (found under forms for graduate student new hires; Form 30010)

[Benefits for GSAs](#)

[GradCare](#)

[LSA Gateway | Graduate Education](#)

[LSA Graduate Education – GSAs](#)

GSA Appointment Processing



The **LSA HR Transaction Team** supports units with **GSA appointment processing**, including creating eRecruit postings, drafting offer letters, calculating salaries, and managing onboarding tasks like background checks and employment forms.



LSA Academic HR oversees dean-level approvals for all GSA appointments and provides guidance on the UM|GEO Agreement, University and College policies, and procedures. For complex cases, AHR collaborates directly with **University HR, Rackham, and the International Center**.

1. eRecruit

- Used to create a *new* GSA appointment, add a *different title* for an existing GSA in the same unit, *transfer* a GSA from another unit, or *rehire* a terminated GSA.

2. GSA Spreadsheet

- used to reappoint eligible GSAs

3. PAR

- Used to extend an active appointment, adjust effort, or convert a work-break appointment to active.

GSA Special Considerations

- **Annual Rates:** Typically confirmed in July. Rates set by the U-M|GEO Agreement must be approved by the Regent's and University AHR before Fall appointments.
- **Work Limits:** Standard LSA GSA employment is capped at 26 hrs/week (65% effort) from all sources.
- **F1/J1 Visa Holders:** Limited by USCIS regulations to 20 hrs/week (50% effort), including all appointments, while taking classes.
- **Substitution Pay:** GSIs can substitute for each other a short-term basis. Paid via additional pay at contractually equivalent hourly rate using SAL earnings code and paid as soon as possible after the subbing event. It's important to still keep the 26 hour limit in mind.
- **Retroactive Appointments:** Appointments processed more than 60 days retroactive require University AHR approval (via lsahracademic@umich.edu) before being processed. LSA AHR will facilitate this approval, please reach out.
- **Tuition Waivers:** Most GSA appointments provide for a full or partial tuition waiver. Tuition waivers are automatically applied on the Sunday after the appointment loads by Student Financial Services. If an appointment loads late and the student receives a late fee, the department can contact Student Financial Aid to explain why the appointment was late and they will waive the fee.
- **Multiple Appointments:** If a GSA will be taking on an additional temp appointment, the departments must coordinate to avoid exceeding work-hour limits or regulatory restrictions.



Research Fellow Appointments

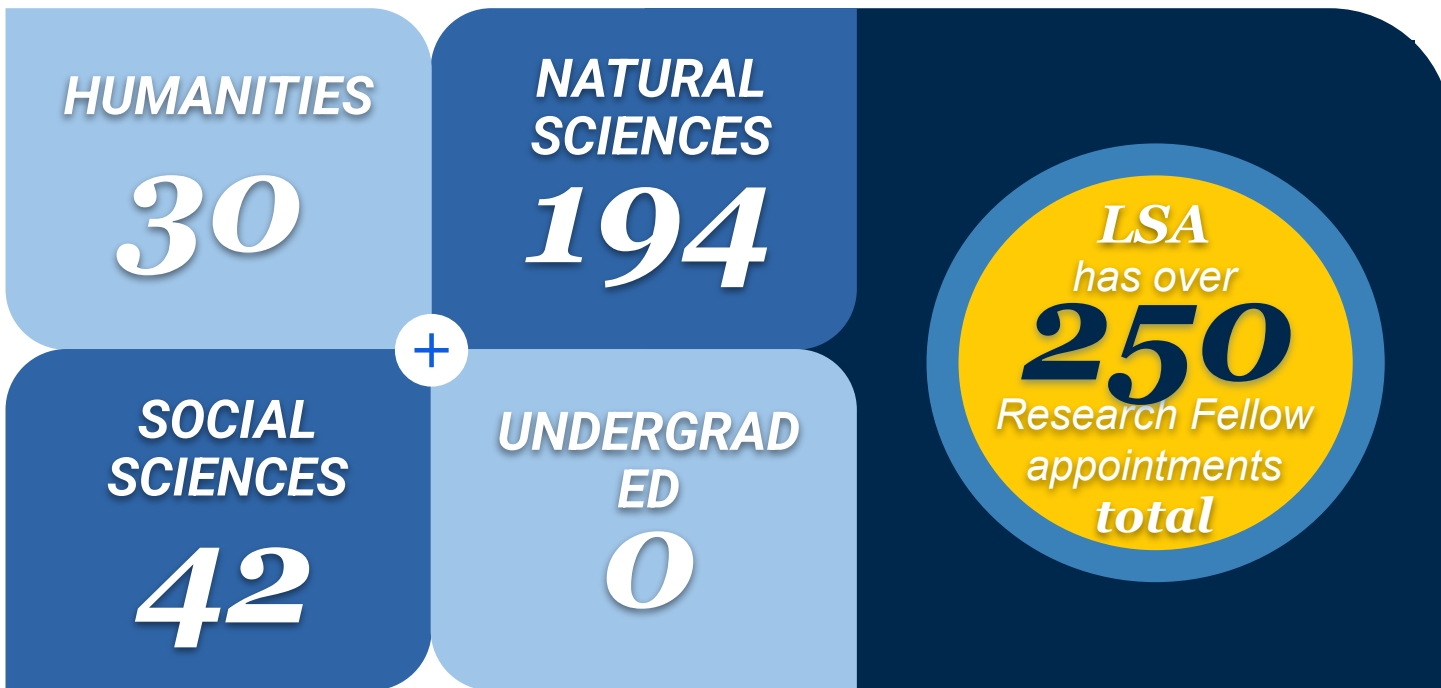
Renewal Process

Resources

Post-Doctoral Research Fellows

Research Fellows *at-a-glance*

The number and types of appointments can vary greatly by region.



Postdocs/ Research Fellows

A postdoctoral research fellow is someone conducting research after the completion of their doctoral studies.



- **PI on Grants?** No
- **Teaching Allowed?** No
- **Appointment Period:** Annual, renewable up to three years. Renewal after three years requires special exception and Divisional AD approval.
- **College EC Review?** No
- **Posted?** No
- **Vacation/time card/sick time:** Annual vacation allowance equivalent to one month (22 work days). Up to three (3) weeks per year of paid sick leave. The University will not provide pay in lieu of time off. No time card required, so time must be approved/tracked by PI or dept administrator.
- **Medical Benefits?** If sponsor does not pay benefits, the department is responsible to cover them. Reimbursement to department can be requested of college.

Resources

Postdoctoral Research Fellows ([SPG 201.19](#))

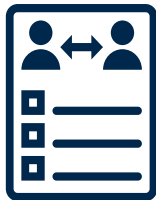
LSA Gateway: [Research](#)

[Postdoctoral Handbook](#)

U-M AHR: [Benefits Eligibility](#)

Research Fellow: Extension/Renewal

- Research Fellow appointments are **renewable annually**, and up to a **maximum of five years in the University**.
- Renewals are contingent upon satisfactory performance and the availability of funding.
- Renewals **less than 12-months** or **less than the annual 3% increase** require Research Associate Dean exception approval via lsahracademic@umich.edu



Resource: [Standard Practice Guide 201.19](#)

Visiting Research Investigator (VRI)

The VRI title can be used at the unit's discretion for individuals who have received a Research Fellow offer and do not have a degree in hand.



- **PI on Grants?** No
- **Teaching Allowed?** No
- **Appointment Period:** Required to show proof of PhD within four months of start date.
- **College EC Review?** No
- **Posted?** No
- **Vacation/time card/sick time:** No
- **Medical Benefits?** Yes, if at least four months in duration at 50% or greater. For benefits, refer to [Benefits Eligibility](#).

Resources

Postdoctoral Research Fellows ([SPG 201.19](#))

LSA Gateway: [Research](#)

[Postdoctoral Handbook](#)

U-M AHR: [Benefits Eligibility](#)

Research Fellows at U-M:

- 40% Medical School
- 20% LSA
- 20% CoE
- 20% Other SCUs



U-M Pro|Postdoc Updates

New Union Request: U-M Pro requested recognition for a new bargaining unit (May 2025).

Collaboration: Ongoing communication; representatives mainly from LSA/CoE. Several agreements regarding union composition have been established.

Key Dispute: Dry appointments (~125) funded externally. U-M has no wage control and requests exclusion; U-M Pro requests inclusion. Arbitration scheduled for November 2025.

Next Steps:

- UM-Pro must achieve majority (50% + 1) for recognition.
- Bargaining could begin as early as late December 2025 or early January 2026.

Top Topics: Salary, benefits, appointment terms, PI relations.

Other Notes: Independent union (no national parent); members must hold PhDs (VRIs exempt).

Sponsored Affiliate

The Sponsor System is part of MCommunity that is used to create unignames and online identities for **sponsored affiliates**. People who are affiliated with the university but who do not receive unignames otherwise.

Sponsored affiliates include, for example, conference attendees, contractors, research collaborators, incoming faculty who need access to U-M resources before the hiring process is complete, and others.



Procedure

Departments and units can sponsor people who have a relationship to U-M that requires them to have a unigname, MCommunity Directory profile, and use of some U-M computing services (and, in some cases, a UMID) for university-related purposes.

For assistance, units can contact their [LSA Local HR](#) representative, or the [ITS Service Center](#).

Resources

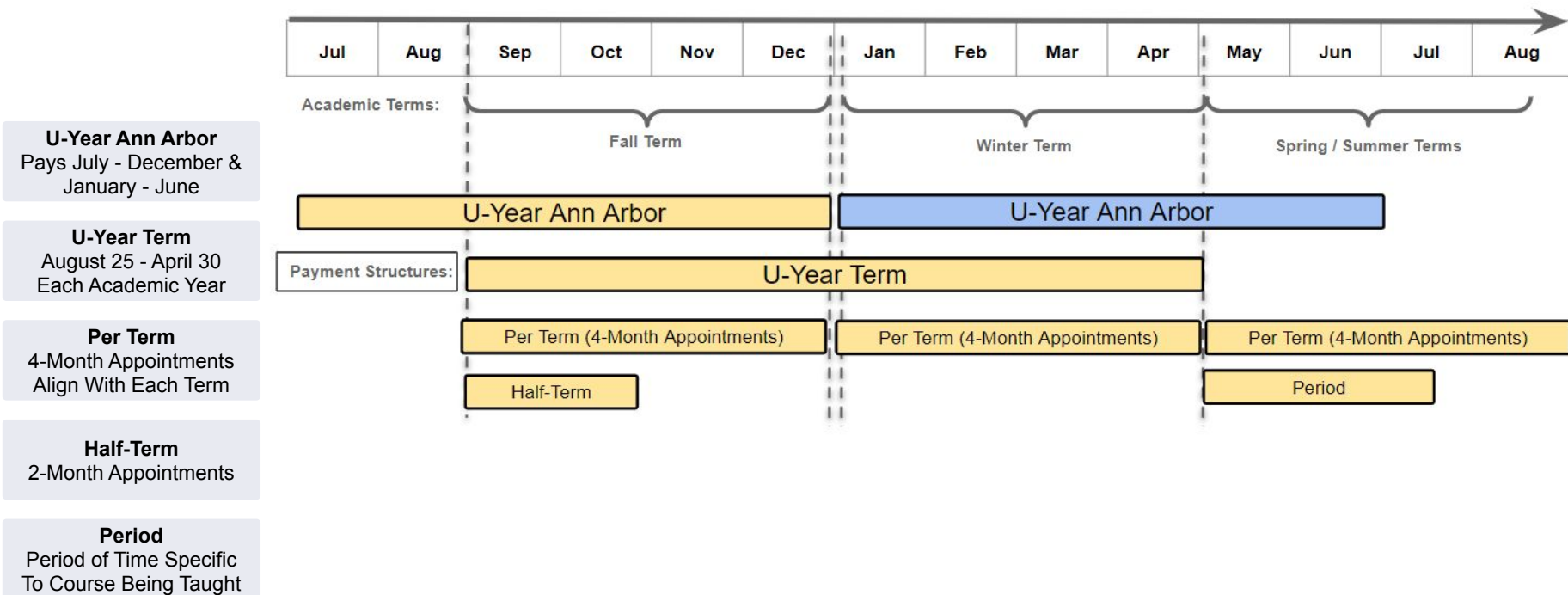
A directory of people and groups at the University of Michigan.

[MCommunity - University of Michigan](#)

[MCommunity Sponsor System Overview](#)

[MCommunity Sponsorship](#)

Pay Structures: Academic Appointments



University Year (U-Year)

Tenure track faculty with University-Year (nine-month) appointments are obligated to provide services for a nine-month period. The nine-month period is comprised of two terms, each of which is four months in length, and one month of scholarly non-teaching time.

Regular instructional faculty members with University-year appointments will receive their salary payments allocated on a fiscal year basis (July 1 – June 30).



Resignations/Terminations

Faculty terminating at the end of an academic year will receive salary through June 30th of that year. The University will continue contributions to benefits through May 31st for medical, group life, and LTD. Retirement contributions will continue through June 30th.

Resources

[Academic Appointment Definitions](#)

[Regents Bylaws Chapter 5](#) section 5.01 #6 and defines two terms in a year.

[Standard Practice Guide 201.04](#) section 1 contains a definition of University Year.

[U-M Finance: University Year \(U-Year\) Appointment Information](#)

Academic Additional Pay

Additional pay is utilized for employees in a variety of situations:

- Substitution Pay for LEO & GEO
- SEVIS Reimbursements
- Child Travel Expenses
- Relocation Support
- Additional work performed by current employees outside of their current job duties
- Stipends/additional funding for director, professor or chair appointments

Pay for work performed can only be done via additional pay if the work is less than 32 hours and for less than two weeks, otherwise it must be paid via the appropriate appointment.

Resources

Non-Appointment Related University Compensation ([SPG 201.85](#))

[LSA Additional Pay Policy](#)

[LSA Relocation Support Policy](#)

[LSA Child Travel Expense Policy](#)

[Academic Additional Pay Request - LSA Dean's Office](#)

[LEO & GEO Substitution Pay Request](#)

[Earnings Code Definitions](#)

[PeoplePay Decision Tool](#)

[PeoplePay Processing](#)

Substitution Pay (LEO and GEO)

LEO: Article XXX, Temporary Substitute Teaching, addresses the responsibility of units for substitute teaching assignments. If an academic unit assigns a Lecturer to substitute teach, the unit is then responsible for compensating the Lecturer based on the full-time rate and percentage of effort associated with the additional teaching assignment. In situations where Lecturers are allowed by the academic unit to make independent arrangements to have another instructional faculty member cover the course, they are left to their own agreements; the unit does not have to approve or arrange payment.

GEO: Article X, Section I and J discuss responsibilities during a subbing event and the calculation of the per-hour rate.

- It is LSA's expectation that substitutes should meet or exceed the instructional level of those they are subbing for (e.g. a GSI should not be considered to sub for a tenured professor). Please reach out to LSA AHR to discuss unusual subbing arrangements.
- Short term subbing is meant to be cover for brief, unexpected absences. Any subbing that will last longer than two weeks or go beyond 32 hours will need to be entered into the HR system as an additional appointment.
- Substitute pay requests must be submitted as soon as the subbing is complete (not before and not after the pay period in which the subbing took place).



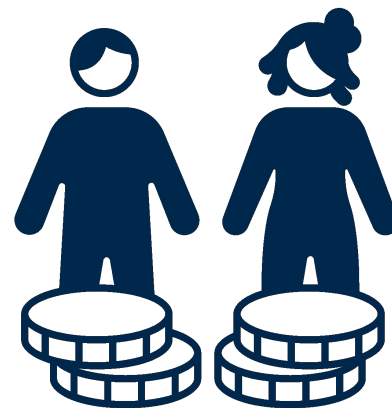
[LEO/GEO Substitution Pay Request Form](#)

Relocation Support Payment

In general, the College standard is to provide [relocation support payments](#) primarily for **tenure-track faculty positions only**. In rare situations, relocation support for postdocs or other employees may be approved; however, typically only in hard-to-recruit situations.

The employee should receive the relocation compensation in their first paycheck of their appointment.

**The College no longer reimburses moving expenses through methods like PeoplePay (Oct 2025).*



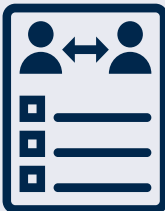
Overloads

Overloads are appointments that go beyond 100% effort between all active appointments. The College requires units seek Divisional Associate Dean approval prior to offering academic appointment overloads.

Overloads are a one-time occurrence to cover a hard-to-fill teaching assignment and should not be ongoing or considered standard. Units will need to prepare a memo that addresses the following 7-questions and route accordingly:

LEO Lecturer overload requests: Unit submits 7-question justification to Senior Labor Relations Rep: kamil@umich.edu

GEO and tenure-track faculty overload requests: Unit submits 7-question justification to LSA AHR: lsahracademic@umich.edu



Academic Overload Requests:

1. *What is the overload and why is it needed?*
2. *Who have you identified to handle the overload?*
3. *Is there no one who can handle the assignment for whom it would not be an overload?*
4. *What is the unit doing to ensure the overload situation will not recur?*
5. *How is the unit planning to fund the overload and what is the budgetary impact?*
6. *What are the enrollments in the course related to the overload assignment?*
7. *What steps is the unit taking/planning to take to make sure the overload does not result in a reduction in the overall quality of instruction delivered, in both the overload and the other sections?*

International Remote Work



- Requires a compelling business reason at baseline and must undergo review by OGC, Tax, Central AHR, Export Controls, and LSA Dean's Office.
- Academic appointees are not authorized to work in a hybrid or mobile/remote arrangement before the unit, LSA Dean's Office, and, where required, central administration approval is confirmed.
- Tenured faculty are exempt from this review during approved leaves.

Resources

[SPG 201.05-1](#)

[LSA International Remote Work Guidelines](#)

U-M Ann Arbor Academic CBAs



- [UM|LEO Agreement 2024-2028](#)
- [UM|GEO Agreement 2023-2026](#)
- [UM|LEO-GLAM Agreement 2025-2029](#)
- UM-Pro (*coming soon*)

Additional Learning Opportunities

- Effort Reporting
- LEO Lecturer Training - Contact LSA Local HR
- LSA Hire the Best
- LSA Immigration
- FMLA Tutorial (Self-Study)
- Conflicts of Interest (COI)/Conflicts of Commitment (COC) Tutorial (Self-Study)
- LSA Acronyms – U-M/LSA Related Acronyms *
- eRecruit - Applicant Management System *
- Recruiting and Employment Services *
- International Center *International Center News & Alerts
- International Center - Hiring Foreign National Employees *Overview on how to hire foreign national employees



Additional College & University Resources

- [SPG](#)
- [Faculty Handbook](#)
- [Academic Appointments Manual](#)
- [LSA Gateway](#)
- [LSA Academic HR Process](#)
- [Administrative Resources](#)
- [Disability & Accessibility | Equity, Civil Rights, & Title IX \(DEO\)](#)
- [International Center Website](#)
- [Wolverine Access](#)
- [M-Community: Campus Directory](#)





Questions? Feedback...

lsahracademic@umich.edu