

SPG 201.34-2: Classification and Appointment of Dry Faculty Appointees Additional Resources

Per Section IV.C.2. Units will ensure dry faculty appointees receive appropriate information (if they have not received training in relation to other appointments) on University and School/College policy. This includes, but is not limited to, the following SPGs:

[COI/COC obligations](#)

[Responsible use of information resources](#)

[Sexual and Gender-based Misconduct Policy](#)

[Professional Standards for Faculty](#)

[Individuals with Reporting Obligations](#)

[FERPA-related obligations](#)

[Faculty-Student relationship policy](#)

[Felony Disclosure](#)

[Alcohol and Other Drug Policy](#)

Template Appointment/Reappointment Letters

Initial Appointment Letter Template

Per SPG 201.34-2, the following items must be included in the initial, written appointment letter, at a minimum. Units may add more language if desired.

- Length of dry appointment and process for reappointment
- Name of unit representative (dean, associate dean, chair, supervisor) responsible for oversight of dry appointments
- Expectations for the duties and responsibilities of the dry faculty appointee in the dry appointment
- Explanation of process for promotion in the dry appointment (or link to existing procedures), if applicable
- Background check responsibility
- Other applicable vetting concerns (restricted party, compliance, anything related to foreign nationals/visas, e.g.)
- Other conditions of appointment, such as completion of required training and unit-specific requirements, such as drug testing, professional licensure, etc.
- Identify the dry appointment title;
- Rights and privileges that the faculty member will have within the unit and university
- Each unit will provide specific guidance in the offer letter as to the dry faculty appointee's role in instruction, including the supervision and instruction of learners (eg., undergraduate students, graduate students and trainees), undergraduate and/or graduate students, as well as their role in research and/or service.

- Data/information access
- Physical resources (office, computer, etc.)
- Voting and governance eligibility

Reappointment Letter Template

Per SPG 201.34-2, in addition to all of the items above, include the length of the subsequent dry appointment in a reappointment letter for every instance of reappointment. Units may add more language if desired.

Central Office Resources and Support Contacts	
Academic HR (AHR)	https://hr.umich.edu/about-uhr/service-areas-offices/academic-human-resources
International Center	https://internationalcenter.umich.edu/
Information Technology Services	https://its.umich.edu/
Office of the Vice President for Research	https://research.umich.edu/research-at-michigan/office-of-the-vice-president-for-research/ Restricted Party Screening - https://research-compliance.umich.edu/export-controls/restricted-party-screening
UM Dearborn Human Resources	https://umdearborn.edu/human-resources
UM Flint Human Resources	https://www.umflint.edu/hr/
University HR (UHR)	https://hr.umich.edu/about-uhr

Frequently Asked Questions (FAQs)

1. Who does this policy apply to?

- a. This policy applies to dry faculty appointees who are appointed without effort in the HR system as an adjunct, adjunct clinical, adjunct research, visiting, research or other non-tenure-track faculty member and who hold no other appointment with effort at the University.
- b. Faculty members who have an appointment with effort in a school or college and who also have a concurrent dry faculty appointment elsewhere in the University are not dry faculty appointees, for purposes of this policy, and are excluded from this policy.

2. Does this policy include Emeritus appointments?

- a. This does not include Emeritus faculty. Emeritus faculty are affiliated with UM. The new SPG applies to standalone dry appointments with no other UM appointment.

3. Are background checks required for dry appointments if there is a brief gap between the end of a previous appointment and the start of the dry appointment?

- a. These cases would be treated similarly to other background checks with breaks in service. For example, if there is continuous service, meaning they move from the dry to a wet appointment (with pay and effort) that would be continuous service and no background check would be needed.

4. How does this new policy relate to the appointment duration in [SPG 201.34-1](#)?

- a. The distinction between the SPGs is that the Adjunct Clinical Instructional faculty as mentioned in SPG 201.34-1 are not dry appointments. Thus the required appointment period is different from those with dry faculty appointments.

5. What type of background check will this employee group receive?

- a. Dry faculty appointees will receive the same standard background check that all other faculty appointments receive.