THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.47-1
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SUBJECT:	Recruitment Guideline for Regular Instructional Staff	**Date Issued:**	3/1/78
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APPLIES TO:	Instructional Staff		
ISSUED BY:	Office of the Vice-President for Academic Affairs		

In the past the University has recognized the recruitment guidelines set forth by the Association of American Universities, the Committee on Institutional Cooperation, and the American Association of University Professors.

In order to communicate the University's procedures for recruiting regular instructional staff the following guideline based on the guidelines established by the aforementioned associations has been approved by the Academic Affairs Advisory Council.

GUIDELINE FOR RECRUITING REGULAR INSTRUCTIONAL STAFF

Mobility of instructional staff among colleges and universities is desirable in higher education. The departure of an instructional staff member, however, also requires changes within the organization and may involve major adjustments on the part of colleagues, administrators, and students. Therefore, standards of practice in the recruitment of staff members should contribute to an orderly interchange that will be in the interests of all.

Recruitment activity for regular instructional staff is in order at any time of the year; however, firm offers of appointments for the Fall Term should not be made after April 30, or the fourth month preceding the beginning of any other academic term. The offer should be a “firm” offer and not subject to contingencies.

An exception may be considered provided the administrative head (usually the dean or designated representative) or the offering unit (college, school, institute) has determined that the date in which the appointment is to take effect is agreeable to the administrative head of the college, school, or institute which the individual will be leaving.