



DOCUMENTS AND RESOURCES
DEVELOPED TO SUPPORT THE ADVANCE MISSION
<http://advance.umich.edu/good-practices.php>

- **Handbook for Faculty Searches and Hiring** - provides guidance on every phase of the faculty search and hiring process to ensure fair and consistently applied practices.
- **Candidate Evaluation Tool** - tailor-able template intended for job candidate evaluations following the job talk
- **Applicant Evaluation Tool** - tailor-able template intended for job candidate evaluations following the job talk
- **Positive and Problematic Practices in Faculty Recruitment** - Data gathered from interview studies of individuals who turned down faculty offers, as well as new faculty hires in CoE. This data provides information about practices that created a positive impression for job candidates as well as practices that contributed to their decisions
- **Frequently-Asked Questions: Dual Career Issues** - FAQ designed to offer clarity to those departments who experience dual career issues.
- **Guidelines for Writing Letters of Recommendation** - Helpful both to experienced faculty letter-writers concerned about writing fair letters, and to new letter-writers who value some guidance in the process
- **Creating a Positive Departmental Climate: Principles for Best Practices** - important general principles of effective leadership
- **How to Help New Faculty Settle In: Common Problems and Alternative Solutions** - Identifies some common difficulties, and suggests alternative approaches. In most cases, these approaches were actually offered by other new faculty members who had also directly experienced the issues.
- **Giving and Getting Career Advice: A Guide for Junior and Senior Tenure-track Faculty** - examines the many types and sources of assistance available and how they may be structured. Also provides detailed information on establishing and managing advising relationships, on clarifying expectations, and specific ways to help propel the advisee's career
- **Giving and Getting Career Advice: A Guide for Junior and Senior Research-track Faculty** - The same guide, tailored to research track faculty
- **Frequently-Asked Questions: Retention of Science and Engineering Faculty who are Women and/or Members of Racial/Ethnic Minorities** - FAQ designed to give guidance re: climate and its effect on the retention of faculty that are women and/or members of racial/ethnic minorities.
- **Faculty Awards and Leadership Guidelines** - Encourages the consideration of creative, entrepreneurial, and outreach activities in faculty evaluations and awards and provides several concrete examples of those areas outside of traditional scholarship that enhance conventional measures.
- **Faculty Annual Review Guidelines** - presented as those principles specific to the process and practices identified as essential for consistent and fair annual reviews.
- **Third Year, Tenure, and Promotion Review Guidelines** - Designed to ensure consistency among reviewers, the guidelines cover establishing and communicating evaluation criteria, as well as the transparency and accountability inherent in the process. Issues pertaining to letters are also covered in depth.
- **Encouraging Bias-Free Faculty Evaluation Practices: Good Practices and Toolkit for Administrators** - Toolkit that contains many of these documents, as well as information on various ADVANCE programs