

REAPPOINTMENT CHECKLIST ANNUAL FACULTY TITLES

Arts & Sciences, Autumn 2011

Use this checklist only for the following faculty titles:

all Adjunct titles
all Affiliate titles
all Clinical titles

A reappointment recommendation is required (positive or negative) every year, since these are one-year (annual) appointments.

Reappointments are submitted during Winter Quarter. Consult the "Calendar" on the A&S Web page for the exact due date.

For detailed instructions, see the section titled "Reappointments" on the A&S Web page.

Renewal of term positions should not be automatic but should include consideration of budgetary issues, programmatic need, and individual performance.

REAPPOINTMENT ACTIONS:

_____ The Dean's Office sends to each department an Excel spreadsheet prepared by Academic Human Resources which lists faculty members who may require reappointment.

_____ The chair/department reviews the list and adds any missing names to the list.

_____ The voting faculty of the department meets to discuss and vote on the reappointments.

_____ The department fills out the spreadsheet to indicate the reappointment decisions and other information.

_____ The department returns the completed spreadsheet to the Dean's Office for approval.

_____ When notified by the Dean's Office, the department informs each person about reappointment or non-reappointment.

_____ The department enters the reappointments on-line in OPUS. If a reappointment is not approved, the department makes sure the appointment will end at the appropriate date.