

REAPPOINTMENT CHECKLIST ASSISTANT PROFESSOR FACULTY TITLES

Arts & Sciences, Autumn 2011

Use this checklist for the following faculty titles:

Assistant Professor
Assistant Professor WOT
Research Assistant Professor

The first term of appointment for an Assistant Professor is three years, and a reappointment recommendation is required in Spring Quarter of the second year. The department must recommend one of the following: (1) approval of a second term of appointment, (2) denial of reappointment, or (3) postponement of the reappointment decision for one year.

Consult these A&S Web pages—

- For detailed instructions, see the section on “Reappointments.”
- For information specific to the faculty titles, see the section on “Assistant Professor, Assistant Professor WOT, Research Assistant Professor.”
- For the exact due date of the recommendations, see the “Calendar” section.

REAPPOINTMENT ACTIONS:

_____ The chair/department determines which faculty members require reappointment.

_____ The department gathers the documentation to be considered by the voting departmental faculty members. The voting faculty meets, discusses, and votes on the reappointment.

_____ The department prepares a recommendation packet and sends it (in one copy) to Sue Barnhart in the Dean’s Office. It should contain the following items:

- (1) Letter from the chair, reporting
 - a) departmental recommendation
 - b) complete faculty vote
 - c) reasons for faculty decision
 - d) chair’s independent recommendation
 - e) assessment of research, teaching, and service
- (2) Current curriculum vitae, including bibliography
- (3) Yearly activity reports
- (4) Evidence of teaching effectiveness, if applicable, with student and collegial assessments
- (5) Report from secondary department, if applicable

_____ The Dean’s Office sends a letter indicating approval, postponement, or denial of reappointment to the faculty member and to the chair.

_____ When notified by Academic Human Resources, the department enters the reappointment on-line. If reappointment is not approved, the unit makes sure the appointment will end at the appropriate date.