

REAPPOINTMENT CHECKLIST NON-SHORT-TERM FACULTY TITLES

Arts & Sciences, Autumn 2011

Use this checklist for the following faculty titles:

Research Associate Professor
Research Professor
Lecturer, Senior Lecturer, Principal Lecturer
Artist in Residence, Senior Artist in Residence

Teaching Associate
Acting appointment
Temporary appointment

A reappointment recommendation is required (positive or negative) if one of the following criteria applies:

- (1) full-time appointment, regardless of funding source
- (2) part-time appointment in a permanently funded state position
- (3) research faculty title, regardless of funding percentage

The year and quarter that a reappointment recommendation is due depend upon the faculty title, the term of appointment, and/or the number of years in the title. See the "Summary of Reappointment Requirements" chart on the A&S Web site. In general, reappointments for continuing and multi-term faculty are made during Autumn Quarter, and reappointments for annual faculty in their first year are considered in Winter Quarter. The "Calendar" on the A&S Web site has the exact due dates.

For detailed instructions, read the section titled "Reappointments" on the A&S Web site. For information specific to each faculty title, see that section 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.

NOTE: If an appointment was made for one year only and the person will not be reappointed, the department needs to submit only the following:

- (1) Memo from the chair, stating that no reappointment will be made
- (2) Copy of the offer letter that indicates the one-year appointment

REAPPOINTMENT ACTIONS:

_____ The chair/department determines which faculty members require reappointment during a given quarter.

_____ 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 and term of reappointment
 - 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 or denial of the 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.