

REAPPOINTMENT CHECKLIST SHORT-TERM FACULTY TITLES

Arts & Sciences, Autumn 2011

Use this checklist only for the following faculty titles:

Lecturer Part-Time for 2 quarters or less
Artist in Residence for 2 quarters or less
Teaching Associate for 2 quarters or less
Acting Instructor for 2 quarters or less
Visiting Lecturer for 2 quarters or less

Research Associate
Research Associate Trainee
Senior Fellow
Senior Fellow Trainee
Visiting Scientist

Reappointment must be for the same title, in the same department, and supported by temporary funds.

There are no deadline dates; a reappointment recommendation should be submitted when needed.

No faculty vote is required, as long as the department has delegated the responsibility for short-term appointments and reappointments to the department chair.

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

REAPPOINTMENT WITHIN THE SAME ACADEMIC YEAR:

_____ The chair/department determines that a reappointment should be made.

_____ The department enters the reappointment on-line. No other action is required.

REAPPOINTMENT FROM PRIOR YEAR(S):

_____ The chair/department determines that a reappointment should be made.

_____ The department sends the form titled "Short-Term Faculty Appointment or Reappointment" to Sue Barnhart in the Dean's Office.

_____ The Dean's Office returns the form to the department with the Divisional Dean's approval signature.

_____ The department sends to Academic Human Resources the following items:
(1) Original reappointment form with a Dean's approval signature
(2) University Biography Form, if not already submitted

_____ The department sends payroll documentation directly to the Payroll Office:
(1) W-4 form, if needed for new tax year
(2) Employment Eligibility Verification (I-9 form), if not already submitted

_____ When notified by Academic Human Resources, the department enters the reappointment on-line.