

**CHECKLIST FOR TENURE-TRACK FACULTY  
BEING REVIEWED FOR REAPPOINTMENT**

**Effective July 1, 2009**

## **CHECKLIST FOR TENURE-TRACK FACULTY BEING REVIEWED FOR REAPPOINTMENT**

The information given here -- based on *ARTICLES OF GOVERNMENT* -- is intended as a guide to the Reappointments and Promotions (R&P) process **but does not serve as a substitute for legislation. Please refer to Book I, Article IX, for FACULTY APPOINTMENT POLICIES.** Non-tenure track appointments are not subject to these procedures.

### **Materials to be provided by the candidate:**

For faculty being reviewed for reappointment in the second year of a three-year initial contract or in the third year of a four-year initial contract, please provide the following by **February 1\***:

\*If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.

- a current curriculum vitae and updated activities sheets. (Guidelines for completion of activities sheets and a sample are attached.) (Three of each needed: you should give one to R&P Committee, one to CFA and one to faculty records)
- a personal statement of your professional achievements and plans for the future. (Two or three needed: one to CFA, one to faculty records and, if you wish, a copy to your R&P Committee)

The personal statement should include information not easily found elsewhere in the record, such as: the way your courses contribute to the strength of your department's curriculum; special innovations and future plans in teaching, including the incorporation of technology; a summary of the objectives of your research program; a summary of work in progress and the directions you propose to take in the future; and the contributions of your committee service and other activities to your department and the College. This is an opportunity to mention any other matters you believe should be called to the attention of the CFA or R&P Committee as they consider your candidacy.

Note: It is strongly recommended that you also submit a dossier containing materials that show evidence of scholarly growth or pedagogical innovation.

All candidates will receive from the Office of the Dean of the College copies of all correspondence between the CFA and R&P Committee (with names, identifying passages, and references to other individuals deleted). You may submit responses to this material and provide any other information to the R&P, CFA, or both. Your communications to the CFA are confidential and will not be given to the R&P, unless you send them a copy.

In the case of candidates being reviewed for reappointment, the CFA may request copies of annual conversation reports and/or class visit reports from the R&P (with the exception of the two first-year developmental class visits).

Student evaluation questionnaires and unsolicited letters from colleagues and students are considered as part of the review process. Please note that, as required by legislation, (a) SEQs for tenure-track

faculty in the first semester of the first year of a four-year initial appointment are not reported to the CFA or the departmental R&P committee; (b) SEQs for tenure-track faculty in the second semester of the first year of a four-year initial appointment are not reported to the CFA but are reported to the departmental R&P committee. These exclusions do not apply to tenure-track faculty who have an initial appointment of less than four years; SEQs from the first and second semester of their first year are reported to both the CFA and the departmental R&P committee.

**Due date for R&P recommendation:**

By October 15 each year, a list will be published of faculty members to be reviewed for reappointment, promotion, tenure, or merit increases in that academic year. The name of each faculty member under review will be included unless the candidate requests otherwise. Due dates for R&P recommendations are also included on the list.

The due date for R&P recommendations for faculty being reviewed for reappointment in the second year of a three-year initial contract or in the third year of a four-year initial contract who require one-year notice is **March 1\***.

\*If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.

**Date notification is due to candidates:**

There is no legislated notification date for faculty being reviewed for reappointment to second-level assistant professor. At least twelve months of notice, however, must be given before an appointment terminates.

cc: Department R&P Committee Chairs  
Academic Department Administrative Assistants