

# Checklist For Reappointment of Tenure-Track Faculty: For First Contract Renewal of an Initial Two-Year Contract

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Materials, unless otherwise stated, must be submitted [electronically](#)

## BY APPLICANT TO DEPARTMENT CHAIR:

In the September following the initial contract year:

- signed paper copy of the *Request for Outside Faculty On Personnel Committee* if the applicant is active in an interdisciplinary program and chooses to have that program represented on the Personnel Committee

By October 1<sup>st</sup> of that year:

We require applicants to provide the materials electronically

- Application for Reappointment* – the Faculty Activity Report system can provide the application as a Word document pre-filled with courses and data previously entered, or a blank form in Word format is available electronically at the above website. In addition to the electronic version, a paper copy signed in ink must also be included with application materials
- current c.v.
- supporting materials

## BY DEPARTMENT TO DEAN OF A&S FACULTY:

In September:

- After filling in the date, time and location of the meeting, **the Chair** signs a paper copy of the *Request for Outside Faculty On Personnel Committee* and sends it to the Dean of A&S Faculty, who consults the Program Director for 2 Program nominees

By November 1<sup>st</sup>:

Electronic transfer is required with the exception of the faculty recommendations

- paper copy as well as electronic copy of the application for reappointment
- all other applicant material
- teaching evaluations
- the appropriate Department Norms for this reappointment decision
- Recommendation of the Personnel Committee on Reappointment* form with the Committee Chair's report attached; in addition to an electronic copy, a paper copy must be sent to the Dean
- Recommendation of Faculty Member on Reappointment* forms from all members of the Committee, including one from the Department Chair; the paper copy signed in ink must be sent to the Dean of Faculty within one week of the personnel meeting or by Nov1<sup>st</sup>, whichever is sooner

## BY DEAN OF A&S FACULTY TO PROVOST:

- Dean's Recommendation for reappointment
- All department materials

August 2016

# Checklist For Reappointment of Tenure-Track Faculty For Other Than Fall of 2<sup>nd</sup> Year Tenure-Track Contract Renewals:

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Materials, unless otherwise stated, must be submitted electronically.

## BY APPLICANT TO DEPARTMENT CHAIR:

In the January with one plus years remaining on current contract:

- signed paper copy of *Request for Outside Faculty On Personnel Committee* if the applicant is active in an interdisciplinary program and chooses to have that program represented on the Personnel Committee

By February 15<sup>th</sup>:

We require to applicants provide the materials electronically

- Application for Reappointment* – the Faculty Activity Report system can provide the application as a Word document pre-filled with data previously entered; or a blank form is available electronically at the above website. In addition to the electronic version, a paper copy signed in ink must also be included with application materials
- current c.v.
- supporting materials

## BY DEPARTMENT TO DEAN OF A&S FACULTY:

In January:

- After filling in the date, time and location of the meeting, **the Chair** signs a paper copy of *Request for Outside Faculty On Personnel Committee* and sends this to the Dean of A&S Faculty, who consults the Program Director for 2 Program nominees

By April 1st:

Electronic transfer is required with the exception of the faculty recommendations

- paper copy as well as electronic copy of the application for reappointment
- all other applicant material
- teaching evaluations
- the appropriate Department Norms for this reappointment decision
- Recommendation of the Personnel Committee on Reappointment* form with the Committee Chair's report attached; in addition to an electronic copy, a paper copy must be sent to the Dean
- Recommendation of Faculty Member on Reappointment* forms from all members of the Committee, including one from the Department Chair; the paper copy signed in ink must be sent to the Dean of Faculty within one week of the personnel meeting or by April 1<sup>st</sup>, whichever is sooner

## BY DEAN OF A&S FACULTY TO PROVOST:

- Dean's Recommendation for reappointment
- All department materials

August 2016