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

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 1st 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 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 Nov1st, 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 2nd Year Tenure-Track Contract Renewals:

*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 15th:*

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 1st, whichever is sooner

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

- Dean’s Recommendation for reappointment

- All department materials

August 2016