

Teaching-Track Reappointment Process and Timeline

Late summer and early fall: The Dean's office notifies the department of the faculty whose contracts expire that academic year. These email notifications occur in late summer and early fall. Validation of the continued need for the position also takes place at this time. The Dean's office may ask a department to justify the continuation of the appointment based on enrollment demands if there is concern.

Fall: The chair, drawing upon the departmental by-laws or established practices, convenes the appropriate committees or executive committee to provide a consistent and thorough review of the faculty who will be considered for reappointment. Departments and programs that have not done so should codify their best practices to ensure fairness and consistency. During the year the department requests or gathers any additional information that they regard as necessary to make a robust evaluation. We strongly recommend departments schedule peer evaluations/ classroom observations at this time. A chair may want to request the faculty member assemble material that represents their curricular contributions such as syllabi, exams, and class slides.

February: The chair receives an updated CV and an updated Vita supplement form from the faculty member under consideration as part of the annual salary planning process. (Requests for updated vita supplements and updated CVs will be sent out from the Dean's Office to all eligible faculty members in January.)

February-April: The department evaluates a candidate based on the material they find essential to make a thorough and rigorous decision. This evaluation should culminate in a discussion and vote (if applicable) following the department's normal and consistent practice for faculty evaluation.

April/May: The chair and faculty member meet in person to discuss the evaluation.

May: The department submits a letter to the Associate Dean for Teaching-Track Faculty that outlines the evaluation for each of the faculty members, and specifically offers whether a further appointment should be offered. Departments may consider the following:

- a. recommend renewal without reservation
- b. recommend renewal with reservation
- c. do not recommend reappointment

The department letter includes:

- The rationale for this recommendation. Whatever the voting protocols, the letter will include a discussion of the strengths and weaknesses of the faculty and the basis upon which a recommendation to reappoint or not rests.
- The list of faculty who voted on this recommendation, if applicable.

May/June: the Teaching-Track Promotion and Reappointment Committee convenes and, for each faculty member, makes a recommendation to the Dean for further reappointment, a limited or probationary appointment in order to address concerns, or non-renewal. The college committee draws on candidates self-evaluation via their CV supplements from the previous three years, aggregated CTEC numerical scores and student narratives, CV, grade distribution reports, department letter, and any other material, such a peer observations, all correspondence whether positive or negative gathered by the department as part of the evaluative process, and any external evaluations.

June/ July: the Dean conveys in writing his decision to each candidate. Renewal contracts for teaching-track candidates with outstanding records at the time of reappointment are typically four or five years in length, depending on rank. Appointment lengths may vary to facilitate further performance evaluations. Faculty who are not recommended for reappointment are given notification of a terminal year appointment.