REAPPOINTMENT FORMS AND COMPREHENSIVE EVALUATIONS

RENEWABLE TERM FACULTY

The College of Arts and Sciences and the university have established policies for renewable term faculty appointments. These are non-tenure-track positions in which the faculty member typically serves a term of three to five years; these multi-year contracts may be renewed. The Faculty Handbook defines renewable term appointments at the academic ranks of assistant professor, associate professor, and professor as “regular faculty appointments.” Units also may appoint non-ranked renewable term faculty with titles of lecturer or instructor. Units with renewable term faculty must develop formal policies for evaluating and promoting renewable term faculty as well as policies regarding the rights of renewable term faculty to participate in faculty governance, including the right to vote on personnel matters (with the exception of tenure), to vote for or serve on Committee A, or to serve on or chair graduate committees. A college template has been developed as a guide.

Annual Reappointment

Ranked renewable term faculty: The annual renewal decision for ranked renewable term faculty shall be accomplished by the same procedures employed for tenure-track faculty in their probation period. If the recommendation will be for non-reappointment, the Senior Vice President and Provost must send a letter to the faculty member by March 1 in the first year, December 15 in the second year, and May 31 in the third and subsequent years. The Dean’s Office sends forms to the chairs and directors for them to specify reappointment or non-reappointment of these faculty. These forms are typically due to the Dean’s Office one month before the notification deadline.

Non-ranked renewable term faculty: Non-ranked renewable term faculty must be reappointed annually, with a six-week prior notice of non-reappointment during each year of their contract. The Dean’s Office sends forms to the chairs and directors for them to specify reappointment or non-reappointment of non-ranked term faculty. These forms are typically due to the Dean’s Office about February 1. The faculty member must be notified of the department’s recommendation of annual reappointment or non-reappointment no later than March 1 of the annual appointment period.

Reappointment for an Additional Term

During the next-to-last year of the multi-year term, and prior to notifying the faculty member whether or not he will be reappointed to a subsequent term, the unit must provide to the faculty member a comprehensive performance evaluation covering the entire multi-year term. The unit specifies the procedures for conducting the comprehensive evaluation. The Dean’s Office sends forms to the chairs and directors for them to specify reappointment or non-reappointment of term faculty for an additional term. Departments are required to send a copy of the comprehensive evaluation to the Dean’s Office either with the contract renewal form or by the specified date on the form. The faculty member will be notified of the department’s recommendation no later than May 31 of the year prior to the final year of the multi-year appointment period.