

**RECOMMENDATION FOR FULL-TIME NON-TENURE TRACK/
CONTRACT FACULTY REAPPOINTMENT
(with or without promotion)**

Section 1: To be completed by candidate for reappointment

Name:

Title:

Department:

Faculty Requested Term Length: 1 Year 3 Years 5 Years

List of supporting materials used in review:

- Summary of most salient contributions in teaching, service and administration and professional activity (required)
- Current CV (required)
- Course faculty evaluations, peer observations, syllabi or URL (required)
- Professional portfolio (showing publications or creative productions) during the appointment period
- Other discipline based evidence

Section 2: To be completed by the departmental review committee

Both the department's approved review committee and the department's chair must provide these materials along with the materials submitted by the candidate for reappointment.

- A. **Teaching Summary** (please provide an overview of the faculty member's teaching effectiveness such as course faculty evaluations, letters from students, teaching awards, etc.)

- B. **Service and Administration Summary** (please provide a summary of the faculty member's service contributions to the department, school, university)

- C. **Professional Activities Summary** (please provide a summary of the faculty member's professional activities such as appointments and memberships in professional societies, presentations, honors, and awards)

D. **Applied Scholarship and Creative Productions** (please provide evidence of applied scholarship or creative productions such as publications, projects, presentations, exhibitions, performances, or grants). *This may only be applicable to certain disciplines.*

E. **Summary of basic arguments** substantiating recommendation for reappointment, including a statement of future potential

F. **Reappointment Term Length recommended** by Departmental Personnel Committee:

1 Year

3 Years

5 Years

Signed _____ Date: _____
Departmental Review Committee Chairperson

Section 3: To be completed by the department chair

Both the department's approved review committee and the department's chair must provide these materials along with the materials submitted by the candidate for reappointment.

- G. Teaching Summary** (please provide an overview of the faculty member's teaching effectiveness such as course faculty evaluations, letters from students, teaching awards, etc.)

- H. Service and Administration Summary** (please provide a summary of the faculty member's service contributions to the department, school, university)

- I. Professional Activities Summary** (please provide a summary of the faculty member's professional activities such as appointments and memberships in professional societies, presentations, honors, and awards)

J. **Applied Scholarship and Creative Productions** (please provide evidence of applied scholarship or creative productions such as publications, projects, presentations, exhibitions, performances, or grants). *This may only be applicable to certain disciplines.*

K. **Summary of basic arguments** substantiating recommendation for reappointment, including a statement of future potential

L. **Reappointment Term Length approved** by Department Chair:

1 Year

3 Years

5 Years

Signed _____ Date: _____
Department Chairperson