

REAPPOINTMENT FOLDER CHECKLIST

Reappointment folders are **white** with a **white label with a light blue top border**. Prior to submission, please check each folder to make sure that it contains copies of the following items (in order presented). Folders will be sent from the dean's office to Academic Personnel before being sent to the Provost.

Folder Checklist (Include in folder)	_____
Reappointment Recommendation Form	_____
For second – fifth year: copy of Dean's proposed final notification letter	_____
Recommendation letter from the dean to the Provost (No form letter devised)	_____
Notification letter from the dean to the faculty member [May address specific concerns] (No form letter devised)	_____
Recommendation letter from the department head to the dean commenting on faculty member's teaching, research & service (No form letter devised)	_____
Notification letter sent to the faculty member from the department head [May address specific concerns] (No form letter devised)	_____
Recommendation letter from the tenure and promotion committee to the department head [Show # Yes, No, Abstentions and names of committee members present] (No form letter devised)	_____
Notification letter sent to the faculty member from the tenure and promotion committee. (No form letter devised)	_____
Copy of most recently completed EDO (For first year reappointment--include current EDO objectives if completed EDO is not available.)	_____
One page statement of faculty member's teaching philosophy and goals	_____
Written discussion by department head of student ratings	_____
Commentary by faculty member on student ratings	_____
Student Rating of Faculty (Last three years or all thus far)	_____
Up-to-date vita	_____
Letter of initial appointment and any subsequent appointments	_____