

REAPPOINTMENT FOLDER CHECKLIST

1st Yr Reappointment Deadline: January 31 to Dean
2nd Yr Reappointment Deadline: November 20 to Dean
3rd Yr and Above Reappointment Deadline: February 21 to Dean

The following materials should be submitted in a **white file folder** and submitted to the Dean's office. All of these materials will go into the official University files and **will not be returned**.

DO NOT SUBMIT THESE MATERIALS IN A NOTEBOOK.

Typically a dossier or additional materials are not submitted at this time. However, if they are submitted, they should be submitted in a **separate** folder or notebook, and they will be returned to the faculty member after the Dean's level of review.

FOLDER CHECKLIST (Place documents in order listed)

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 teaching evaluations	_____
Commentary by faculty member on teaching evaluations	_____
Teaching Evaluations [Last three years or all thus far]	_____
Up-to-date vita	_____
Copy of signed letter of initial appointment and any subsequent appts	_____