UNIVERSITY OF MAINE

College of Liberal Arts and Sciences

Reappointment Form

for use by ongoing lecturers in their second through sixth year of service

Introduction and instructions

Ongoing lecturers in the College of Liberal Arts and Sciences (CLAS) are ordinarily appointed for two years and then seek reappointment annually until they have completed six years of service. After six years, they become eligible for just-cause status and are no longer reappointed annually.

The purpose of this reappointment form is to help faculty members present their professional activities and accomplishments for peer committees and administrators to review. Standards of evaluation are posted on the Provost’s Office website at https://umaine.edu/provost/promotion-and-tenure/ .

Use of this form is expected for ongoing lecturers in CLAS. Instructions are provided in *italicized* text within the form. The faculty member should delete these instructions before submitting the reappointment form.

Based on posted departmental standards, the completed form, evaluations of teaching, CV, and any supporting documentation the faculty member provides, the departmental peer committee will prepare a letter evaluating the faculty member’s performance, making a recommendation about reappointment. Because the peer committee and administrators may also consult the faculty member’s personnel file, he/she should examine it before submitting reappointment materials. The peer committee evaluation will include specific and frank assessment of achievements as well as areas for improvement.

The faculty member has a right to respond, in writing, to the peer committee’s recommendation within one week of receipt of that recommendation. The response, if any, should be forwarded to the department chairperson/school director. The faculty member also has five working days from receipt of the provost’s recommendation to submit a response to previous recommendations. Responses become part of the official material reviewed by the provost and president.

Form based on promotion and tenure format, University of Maine System. UPDATED 6-6-2023.

### **Deadline for Submission to Peer Committee by Faculty Member: January 4**

Reappointment Form for Lecturers

College of Liberal Arts and Sciences

Year:

Name:

Home department:

Joint appointment (if applicable):

Percentage of time assigned to teaching:

Percentage of time assigned to research, service, and/or other professional activities, if any:

*Please attach a current curriculum vitae. The CV should represent your full professional career. The reappointment form should include only activities and accomplishments since your appointment as regular, full-time lecturer at UMaine, or beginning with any years of prior credit, if applicable. All lecturers must complete sections I-IV. Sections V-VII may be deleted if they are not relevant to your position. Delete italicized instructions before you submit the form.*

I. RECORD OF ACTIONS

A. Length of initial appointment:

B. Prior experience (number of years) credited toward Just Cause Status (if applicable):

|  |  |
| --- | --- |
| **Action** | **Date (Month/Year)** |
| Initial appointment to this position |  |
| Reappointment |  |
| Reappointment |  |
| Reappointment |  |
| Reappointment |  |
| Reappointment |  |

*The date given should be the start date for the appointment or reappointment, typically September.*

II. DOCUMENTATION OF TEACHING (including advising)

1. Courses taught:
   1. *List the numbers and titles of courses you have taught*
   2. *The average number of students in each course*
   3. *Indicate which courses you teach regularly, those you have developed, and those you have substantially restructured*
2. Teaching philosophy and practice: *Describe your approach to teaching, including any of the following as appropriate:*
   1. *Your main field of teaching responsibility*
   2. *The strategies and approaches you have adopted for effective teaching*
   3. *Ways in which you have addressed gender, international issues, multiculturalism, or other curricular goals of the University of Maine System*
   4. *Any special teaching assignments or innovations*
   5. *Special efforts, including professional development, to enhance your teaching effectiveness*
3. Contributions to curriculum development or pedagogical innovation beyond your own classroom:

*[Indicate N/A if you were not involved in these activities.]*

1. Contributions to advising: *Describe your strategies and approaches in the advising process.*

*[Indicate N/A if you have no advisees.]*

* 1. *How many undergraduate students (majors, undeclared students, honors students) do you typically advise during the academic year?*
  2. *What are your advising commitments for honors theses, master's, and doctoral dissertation committees (if applicable)?*

III. EVALUATIONS OF TEACHING

*Complete and include the teaching evaluation template posted on the CLAS Resources page at* [*https://umaine.edu/las/faculty-resources/human-resources/*](https://umaine.edu/las/faculty-resources/human-resources/)*. Provide context for any unusual teaching evaluation results. Inclusion of representative student comments is optional. Only signed student comments may be included with this reappointment application, but they must be anonymized. Please include a statement to this effect (e.g., “The following are a representative sample of signed student comments, but they have been anonymized for this application”).*

IV. DEPARTMENT/CAMPUS/COLLEGE SERVICE

*Provide information about your contributions to department, college, and University affairs, including committee membership, and advising student organizations. Do not include academic advising, which should be addressed in II.D above.*

***Note: The following sections V-VII may be omitted entirely if they are not applicable to your situation.***

V. SCHOLARLY, CREATIVE, AND/OR PROFESSIONAL ACTIVITY

1. Percentage of time assigned to scholarly, creative, and/or professional activity:
2. Nature of scholarly, creative, and/or professional activity:
3. Outcomes of activity:
   * *For publications, provide full citation information in the standard form used in your field, and specify whether the publication was peer-reviewed. If work is still in progress, describe status.*
   * *For presentations or conference participation, identify venue and location.*
   * *For roles in scholarly associations, describe contribution.*
   * *For grant or fellowship applications, list the project, agency, date of application, and result.*

*Comment on the relative importance and status of the journal, conference, organization, etc., as appropriate. Other outcomes than those listed above may also be included.*

VI. PUBLIC SERVICE

1. Percentage of time assigned to public service:
2. Public service activities that utilize your professional expertise:

VII. SPECIAL RECOGNITION/AWARDS

*List and comment on any outstanding teaching, research, service or other awards related to your academic career.*