

## **Reappointment Process for Faculty** *[rev. 2/14/25]*

Until receiving tenure or just-cause protection (in the case of lecturers), faculty will need to apply for reappointment every year.

### **Format:**

Tenure-track faculty members in College of Liberal Arts and Sciences should use the promotion and tenure application form to apply for reappointment. The form is available at <https://umaine.edu/provost/promotion-and-tenure/>.

It is also imperative that the faculty member review the instructions (labelled “Tenure/Reappointment Application Instructions”), available at <https://umaine.edu/las/facultyresources/human-resources/>. Section VII (letters of review) is not relevant to reappointment and may be disregarded.

Ongoing lecturers in CLAS are asked to use the College’s lecturer reappointment application form, available at <https://umaine.edu/las/faculty-resources/human-resources/>.

The Teaching Evaluation Template at <https://umaine.edu/las/faculty-resources/human-resources/> should be used to summarize evaluations.

The Dean’s Office will create an online Google folder for each reappointment candidate’s materials. The submission process is electronic only. The folder contains a “Publications” subfolder to be used for each reappointment and then for promotion and tenure. Each year, candidates simply add the year’s new material to this subfolder. The application form itself should be revised and fully updated each year, so as to show new activities and accomplishments during the period of review (typically 1-3 semesters) as well as the development of the candidate’s career during their probationary period. Please note that all materials must be submitted as PDFs.

### **Timeline:**

Generally, second-year reappointment materials for tenure-track faculty are due to peer committees early October. Third-year and subsequent reappointments are due in early April. Lecturer reappointments are due in mid-January. Specific deadlines are posted by the Provost’s Office at <https://umaine.edu/provost/reappointment/>.

Reappointment for tenure-track faculty is an annual process from year two until the promotion and tenure application early in year six. Faculty members with prior credit awarded at the time of hire are reviewed for reappointment on the standard timeline, without regard to prior credit. Ongoing lecturers are also annually reappointed until they achieve just-cause status in year six.

### **Process:**

Information about the reappointment process, including the timetable, procedure, joint appointments, and frequently asked questions, is available on the Provost’s website at <https://umaine.edu/provost/reappointment/>.

For each reappointment, the peer committee's evaluation and recommendation is followed by those of the department chair or school director, dean, and provost. For third-year and subsequent reappointments, and for lecturers in their fifth year toward just-cause protection, materials are reviewed by the CLAS Promotion and Tenure Advisory Committee. The Committee's advice is incorporated into the dean's letter. Faculty who are jointly appointed will have a single peer committee. The administrators at each level will ordinarily write a single, co-signed letter.