

Reappointment Process for Faculty *[rev. 7-17-23]*

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/faculty-resources/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.

Timeline:

Generally, second-year reappointment materials for tenure-track faculty are due to peer committees in late October. Third-year and subsequent reappointments are due in early April. Lecturer reappointments are due in mid-January. Timelines are posted by HR at <https://umaine.edu/hr/faculty-resources/>.

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 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:

[from the UMaine HR website]

“The Departmental Peer Committee will prepare a letter evaluating your performance as a faculty member and make a recommendation about your reappointment. This evaluation will include specific and frank assessments about your achievements as well as areas requiring greater focus and/or attention. Peer committee evaluations may speak to your potential capacity and success as a faculty member, scholar and colleague. Peer committees will also often give direction about areas needing tangible evidence of accomplishment as well as possible suggestions for resources to further strengthen your record. The peer committee’s evaluation, based on established departmental evaluation criteria, should give you a clear understanding of your current progress toward meeting the standards for eventual tenure and promotion.

“You may respond, in writing, to the Peer Committee’s recommendation within one week of receipt of that recommendation. Your response, if any, should be forwarded to the department chairperson/school director. You will also have five days from receipt of the Provost’s recommendation to submit a response to previous recommendations. Any statement(s) submitted

by you shall become part of the official material reviewed by the Provost and President.”

The peer committee’s 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 final year before 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.