

Reappointment Process for Faculty *[rev. 7-14-19]*

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 and instructions (labelled "Tenure Application Process") are available at <https://www.maine.edu/students/office-of-the-vice-chancellor-of-academic-affairs/tenure-promotion/>. Section VI (letters of review) is not relevant to reappointment and should be deleted from the form.

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 student evaluations of teaching.

The Dean's Office will create an online Google folder for each reappointment candidate's materials. The following materials must be submitted:

1. Completed application form, including the Teaching Evaluation Template
2. CV
3. Peer committee and chair letters

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 protection after year six.

Process:

[from the UMaine HR website at <https://umaine.edu/hr/third-subsequent-year/>]

"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, dean, and provost. For third-year and subsequent reappointments, and for lecturers in their fifth year, materials are reviewed by the CLAS Promotion and Tenure Advisory Committee. The Committee’s advice is incorporated into the dean’s letter.