



Monthly Mentoring Memos

December 2018

Summer Funding & Preparing for Annual Evaluations

Summer Research Funding

It may seem too early to start thinking about summer plans but many on-campus summer funding opportunities have upcoming deadlines.

- [Office of Research Development](#)
 - Regular Faculty Research Competition (due early December)
 - Scholarly Materials & Equipment Competition (due mid-December)
 - Summer Faculty Research Competition (due mid-January)
- Off-campus funding opportunities are prevalent. Contact the [Office of Research Development](#) for help identifying opportunities, and the [Office of Research Administration](#) for assistance on all parts of the external funding process, as well as resources such as workshops and writing groups.

Preparing for Reappointment

Per AFUM (faculty union) guidelines, pre-tenure faculty are expected to be evaluated annually for reappointment.

- In the first year of employment, this process begins in early January
- In the second year, it begins in October
- In the third and subsequent years, in March
- In year of promotion/tenure, in September

These annual evaluations are in place to provide you and your peers with opportunities for feedback on your progress toward tenure/promotion

In your first year by early January (verify actual due date with your department), you need to do the following:

- Submit a letter* addressed to your peer committee detailing what you have accomplished in teaching, advising, research, and service up to this point
- Be specific in your letter but realistic - no one expects that you are ready for tenure in the first six months of employment!
- Ask recently hired faculty for examples of their letters - use these as templates for your own

*Please note: In Years 3-5, you are expected to follow the format provided by HR in this letter. This format mimics the format you will use in the Promotion/Tenure Process.

See <http://www.maine.edu/about-the-system/system-office/academic-affairs/tenure-and-promotion/> for more information.

[Read more about timeline, procedure, and other guidelines here.](#)

Should you have any concerns or problems throughout this process, you are encouraged to contact your AFUM representative, Lisa Neuman, umaineafum@gmail.com.

Read more about the entire process in the [AFUM Agreement](#) and on the [HR website](#).

Rising Tide Center • 201 Fernald Hall
207.581.3439 • umaine.edu/risingtide/