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**
  - 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 [Grant Development Office](#) 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 (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, 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.