

## Reappointment Timeline

Candidate

Department

Dean/TPAC/Provost

The following schedule is suggested, the department chair in consultation with the candidate may modify it as appropriate to meet University deadlines.

**By June 30** DoF sends notification letter to department chair, copying the candidate, to provide information and deadlines for the reappointment review.

Handbook of Academic Administration (HAA): For faculty requiring eight months' notice, the review by the academic unit should be completed and forwarded to the Dean by September 15 of the final year of the contract. If the contract end date is December 31st, the dossier should be submitted no later than March 1.

**early summer** Department identifies reappointment committee

HAA: Chair of the department, in consultation with the candidate, shall appoint a committee of no fewer than three persons to guide the evaluation procedure (if there are fewer than three tenured faculty in the department, appropriate faculty from other units shall be included on the committee).

**Mid summer-  
Late July** Candidate (with help of department chair and/or department manager) assembles the following (numbering correlates to the TPAC Dossier Preparation Guide):

- 5. Information on teaching (list of courses taught, syllabi, peer observations)**
- 6. Current CV**
- 7. Candidate's statement**
- 8. Annual reviews**
- 13. Department Standards & Criteria**
- 14. Publications**
- 15. Teaching evaluations**

Sometimes the candidate only supplies the CV and statement, and the department chair or manager supplies the rest. After the material is assembled, it is turned over to the department.

The semi-completed dossier goes to the reappointment committee, often a subset of the voting faculty in a department (if a department is small, reappointment committee and voting faculty are one and the same)

**Early to  
Mid August** The departmental reappointment committee meets and reviews the dossier material.  
The reappointment committee writes up the draft of **#4 Department Review of Scholarship, Teaching, and Service.**

The (still) semi-completed dossier goes to the department's voting faculty, at least one week before the department meeting. Department meetings must be held in late August or very early September in order to meet the submission deadline of September 15.

The candidate is informed of the date of this meeting by the department chair or department manager, and is given the opportunity to attend it and present material. If the candidate waives the right, **#3, Waiver of candidate's right to a personal appearance before the department** is created. If the candidate chooses to attend the meeting, s/he may speak to the committee and/or present written material relevant to the promotion. The department meeting minutes will record this visit.

The departmental meeting is held, minutes are taken. The department chair informs the candidate of the recommendation (yes/no, without exact vote). This may first be done in person or by phone, but then should be followed up with an email within a week. The email becomes **# 2 Explanation to candidate of the departmental recommendation** in the dossier [contact [faculty-personnel@brown.edu](mailto:faculty-personnel@brown.edu) for guidance and suggested language]. The department chair uses the template to write **#1 Cover memo** stating the department recommendation and adds it and **#12 minutes of the official meeting** to the dossier.

Once the dossier is complete, it is uploaded into Interfolio and sent to the next step. For departments reporting to the Dean of the Faculty, it goes directly to DoF for initial review. SPH, BioMed and SoE: the completed dossier is reviewed by appropriate divisional dean before being sent to DoF.

**Sept 15 2020** The dossier is uploaded to DoF for initial review. If changes/additions need to be made, the department is asked to revise the dossier.

At this time, a DoF staff member will email the candidate, inform him/her of the right to attend the TPAC meeting, and ask if the candidate will request a visit to TPAC or will waive the right to appear.

The completed dossier is forwarded to the Tenure, Promotions, and Appointments Committee (TPAC)

**Mid-Sept to October 31** TPAC reviews reappointment dossiers. All reappointment cases must be completed and the candidate informed of the Provost's decision by November 1, to allow for eight month's notification before the end of the candidate's contract (June 30). The department chair is invited to meet with TPAC and answer any questions the committee may have about the case.

**\*\*If a candidate elects to meet with TPAC, s/he may appear alone or ask the department chair to accompany her/him.\*\***

The dossier and the TPAC recommendation move to the Provost. In the case of a negative recommendation from either the department or TPAC, the dossier also goes to the Procedural Integrity Committee (PIC) and is reviewed for procedural fairness and for adherence to the Corporation Statement on Nondiscrimination.

The Provost receives the dossier from the appropriate dean, who shares her/his thoughts on the case. The Provost reviews the dossier and the department's and TPAC's recommendation. 30 days are allowed between the Provost's receipt of the dossier and his decision. The Provost conveys his decision to the President, who signs off on the decision.

A DoF staff member calls the department chair to informally inform the chair of the decision. The chair then informs the candidate. The appropriate dean sends a letter to the candidate, which is the official notification.

Timely receipt of written feedback is essential for junior faculty members; after the candidate's dossier has been reviewed by TPAC and the Provost, and a decision has been made on the reappointment, the department chair will prepare a written version of the reappointment review suitable to be provided to the candidate, and submit it to the appropriate dean's office for review. Once it is approved by the dean, the department chair should meet with the candidate before the end of the semester to share and discuss this feedback with the candidate.