

## Reappointment Timeline

Candidate

Department

Dean/TPAC/Provost

The following schedule is suggested and reflects the timeline for an academic year appointment. The department chair in consultation with the candidate may modify it as appropriate to meet University deadlines.

<b>By June 30</b>	<p>DoF sends notification letter to department chair, copying the candidate, to provide information and deadlines for the reappointment review.</p> <p>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 31<sup>st</sup>, the dossier should be submitted no later than March 1.</p>
<b>Early summer</b>	<p>Department chair identifies reappointment committee of at least three department faculty eligible to vote on the reappointment case. A committee with fewer than three members, or with members external to the department, should be reported to the appropriate divisional dean along with some justification for this action. Committee members who are external to the department may attend the departmental meeting but do not vote on the case.</p>
<b>Mid-summer – late July</b>	<p>Candidate (with help of department chair and/or department manager) assembles the following (numbering correlates to the TPAC Dossier Preparation Guide):</p> <ol style="list-style-type: none"><li>5. <b>Information on teaching (list of courses taught, syllabi, peer observations)</b></li><li>6. <b>Current CV</b></li><li>7. <b>Candidate's statement</b></li><li>8. <b>Annual reviews</b></li><li>13. <b>Department Standards &amp; Criteria</b></li><li>14. <b>Publications</b></li><li>15. <b>Teaching evaluations</b></li></ol> <p>Sometimes the candidate only supplies the CV and statement, and the department chair or manager supplies the rest. After the material is assembled, the semi-completed dossier goes to the reappointment committee.</p>
<b>Early to mid-August</b>	<p>The departmental reappointment committee meets and reviews the dossier material. The reappointment committee writes a draft dossier document <b>#4: Department Review of Scholarship, Teaching, and Service</b>.</p> <p>The department chair schedules a meeting of the voting faculty in time to meet the dossier submission deadline of September 15<sup>th</sup>. The candidate(s) scheduled for reappointment review should also be notified <u>at least one week in advance</u> of the time and date of the meeting and sent a waiver of their right to appear (dossier document #3).</p> <p>The departmental reappointment committee should forward the current dossier, including their draft of the Departmental Review of Scholarship, Teaching, and Service, to the department voting faculty at least one week before the scheduled meeting.</p>
<b>Mid-August – early September</b>	<p>The candidate returns the appearance waiver or informs the department chair of their intention regarding an appearance at the department meeting.</p>

**Early September**

The departmental meeting is held, minutes are taken. If the candidate chooses to attend the meeting, the minutes should record the visit. 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 should be followed up with an email within a week. The email becomes **#2: Department recommendation, written explanation to the candidate** in the dossier [contact 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**. Both the cover memo and the minutes should be circulated to the department voting faculty prior to submitting the dossier.

**By September 15th**

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. For departments reporting to SPH, BioMed, or SoE, the completed dossier is reviewed by appropriate divisional dean before being sent to DoF.

**As dossiers are received**

The Dean of the Faculty office reviews submitted dossiers for completion and clarity. If changes or additions need to be made, the department is asked to revise the dossier. Completed dossiers are forwarded to the Tenure, Promotions, and Appointments Committee (TPAC).

A DoF staff member will email the candidate to inform them of their right to attend the TPAC meeting at which their reappointment case is discussed, and ask if the candidate will request a visit to TPAC or waive the right to do so.

**Mid-to-late September**

Candidates for reappointment respond promptly to the notification of their right to appear at TPAC and indicate their intention to waive or schedule their visit. If a candidate chooses to appear, they may attend alone or ask the department chair to accompany them.

**Mid-September – late October**

TPAC reviews reappointment dossiers and makes its recommendations. Department chairs may be asked to visit the TPAC meeting to answer any questions the committee has about the case. TPAC forwards its recommendations to the Provost for review. 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 reviews the dossier and the recommendations from TPAC and the department, and may also consult the appropriate divisional dean. The Provost has 30 days to make a decision on the recommendation, which is then forwarded to the President, who signs off on the decision.

**By November 1**

A DoF staff member informs the department chair of the final decision, who in turn informs the candidate. The appropriate dean sends a letter to the candidate, which is the official notification.

**A soon as possible after November 1**

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.