

UNIVERSITY OF MAINE

Reappointment Format For use by Tenure/Continuing Contract Eligible Faculty In Their Third or Subsequent Year of Service

Introduction

This format is intended to help faculty document and organize information relating to their scholarly achievements since their appointment at the University of Maine. The format is based on the UMS Tenure and Promotion Application Form and thus should help facilitate preparation of the future application for Tenure and Promotion. It is also hoped that the format will provide guidance and structure to the information a faculty member submits for reappointment consideration. This format is mandatory.

Because various academic units of the University have different missions, this format does not place priorities among the several criteria herein identified. It is the faculty member's responsibility to ensure that all appropriate and pertinent information is provided following this format. Faculty members involved in interdisciplinary programs are encouraged to document these activities.

It is the responsibility of the Departmental Peer Committee, the Chairperson, and other University administrators to review and evaluate the material submitted by the faculty member in a manner consistent with the mission of the appropriate academic unit and the University. Criteria for reappointment are available in the standards adopted by the colleges and departments which is available at <http://www.umaine.edu/provost/departmental-evaluation-criteria>

The actual format includes instructions and other explanatory notes. These instructional notes should be omitted from the document submitted to the peer committee by the faculty member.

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### **Suggestions to Faculty for Preparing for Reappointment Consideration**

- The peer committee has access to your personnel file. Review it to make sure it is complete and up-to-date.
- Do not compare yourself to other faculty members. You are evaluated against University standards and the specific criteria in your unit's promotion and tenure guidelines, not against other faculty members.

**UNIVERSITY OF MAINE**  
**Reappointment Format**

**For use by**  
**Tenure/Continuing Contract Eligible Faculty**  
**In Their Third or Subsequent Year of Service**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_  
Tenure Department: \_\_\_\_\_  
Joint Appointment (if applicable): \_\_\_\_\_  
Research Appointment (if applicable): \_\_\_\_\_

Please attach a current curriculum vitae.

**I. RECORD OF ACTIONS**

- A. Date of Initial Probationary Appointment (Provide length of initial tenure-track appointment and number of years credited toward tenure, if any.)
- B. Reappointments (Provide effective date and length of each reappointment.)
- C. Promotion: (If applicable.)

**II. DOCUMENTATION OF TEACHING (including advising)**

- A. Percentage of time devoted to teaching:
- B. Please describe your teaching philosophy. Please include any of the following as appropriate:
  - a. Your main field of teaching responsibility,
  - b. The strategies and approaches you have adopted for effective teaching,
  - c. Ways in which you have addressed multiculturalism, gender, international issues or other curricular goals of the UMS,
  - d. Any special teaching assignments or innovations, and
  - e. Special efforts to enhance your teaching effectiveness.
- C. Information on courses taught:
  - a. List the numbers and titles of courses you have taught,
  - b. The average number of students in each course,
  - c. Indicate which courses you teach regularly, those you have developed, and those you have substantially restructured.
- D. Please describe your strategies and approaches in the advising process.
  - a. How many undergraduate students (majors, undeclared students, honors students) do you typically advise during the academic year?
  - b. What are your advising commitments for honors theses, master's, and doctoral dissertation committees (if applicable)?

NOTE: Student Evaluation information should be included in Section VIII.

### III. DOCUMENTATION OF SCHOLARSHIP AND PROFESSIONAL ACTIVITY

- A. Percentage of time devoted to research:
- B. Please include information about your record of publication and creative works.
  - a. Include a full bibliography of published work cited in the standard entry form used in your field. It is helpful if this list is organized by works published, in press (note refereed articles), books and monographs, textbooks, technical reports, reviews, published computer software, chapters, conference proceedings, published abstracts, edited publications, and miscellaneous publications.  
**Faculty members in fine and performing arts departments should list and describe any juried or invitational art exhibitions, faculty recitals, theater productions, dance productions, and other activities.**
  - b. Scholarly and Creative Work in Progress
  - c. Unpublished papers, professional presentations, invited talks (note refereed papers)
- C. Other Scholarly Activity. Please list such things as:
  - a. Professional organization memberships, activities, and offices held,
  - b. International, national and regional meetings attended and sessions chaired, or
  - c. Service in reviewing papers submitted for publication, grant proposals, and/or service as a member of a review panel.
- D. Please comment on the relative prestige and status of the journals, conventions, exhibitions, or other scholarly activities which you have listed in relation to your profession.

### IV. RESEARCH/TRAINING GRANTS

List grants, contracts, or fellowships for which you have applied and indicate those awarded, including agency name, date applied, and disposition. (Please include the dollar amounts of all proposals funded and unfunded.)

### V. DEPARTMENT/CAMPUS/COLLEGE SERVICE

Provide information about your contributions to department, college, and University affairs, including committee membership, and advising student organizations.

### VI. PUBLIC SERVICE

- A. Percentage of time devoted to public service:
- B. Please list both compensated and uncompensated public service activities that utilize your professional expertise.

### VII. SPECIAL RECOGNITION/AWARDS

List and comment on any outstanding teaching, research, service or other awards related to your academic career.

### VIII. EVALUATIONS OF TEACHING

A. Please include a summary of qualitative and quantitative student evaluations. The Summary of Courses Taught and Students' Evaluations Form, required for Tenure and Promotion applications, is located at <http://www.umaine.edu/hr/faculty/promten/summary.doc>

B. Describe any teaching awards, if applicable.

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Deadline for Submission to Peer Committee by Faculty Member: April 2, 2012

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.