

Chairperson's Sequential Checklist for Pre-6 Reappointments

Notifying Candidate

- Prior to initiation of evaluation, inform candidate of purpose, timing, criteria, and procedure that will be followed.
- Provide candidate information on policies regarding personnel records
- Inform candidate of his/her right to provide letters of assessment and/or other relevant materials to be included in the evaluation file prepared by the department
- If the department wants to solicit extramural assessment, may ask candidate to suggest names of persons who could be solicited for letters of evaluation and inform candidate that submission of such names does not preclude the department from soliciting additional letters.

Developing A Recommendation

- Prepare assessment dossier, including evaluations of the candidate in the unit solicited from students concerning the teaching effectiveness of the candidate
- Provide candidate the opportunity to inspect all nonconfidential documents to be included in the assessment file.
- Provide a copy of the departmental recommendation to NSF, include redacted copies of extramural letters if such letters were solicited.
- Conduct the assessment in accordance with departmental procedures.
- Prior to preparation of recommendation by department chair, provide candidate a copy of the evaluation.
- Inform candidate that he/she may provide a written response to the evaluation, which shall be included in his/her assessment file.
- Make decision on whether to recommend candidate for reappointment.
- Write letter recommending reappointment
- Forward materials to dean's office (see checklist for reappointments)