

# REAPPOINTMENT

(tenure-track)

CHECKLIST

REV 05/11/10

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Term/conditions: \_\_\_\_\_

For a detailed description of the documents required, please refer to section 3.7 of the *Faculty Handbook* ([www.calvin.edu/admin/provost/fac\\_hb/](http://www.calvin.edu/admin/provost/fac_hb/))

Documents to be assembled by the candidate, due September 15 to the department chair:

- \_\_\_\_\_ Current *curriculum vitae*
- \_\_\_\_\_ Portfolio related to teaching and scholarship
  - \_\_\_\_\_ Teaching materials
  - \_\_\_\_\_ Copies of publications (papers) and information for access to larger publications
  - \_\_\_\_\_ 1,000 - 1,500 word statement on Reformed Christian approaches to faith and learning
  - \_\_\_\_\_ Copies of previous statements on faith and learning
- \_\_\_\_\_ Self-evaluation and professional plan for development in the areas of teaching, scholarship, advising, and community service
- \_\_\_\_\_ Statement of compliance with the faculty membership requirements for signing the Form of Subscription, church membership, and Christian schooling (sign and return enclosed letter)

Documents to be assembled by the department chair, due October 15 to the academic dean:

- \_\_\_\_\_ Department chair's recommendation
  - \_\_\_\_\_ Evaluation with respect to norms for evaluation
  - \_\_\_\_\_ Summary of department recommendation regarding reappointment
  - \_\_\_\_\_ In the case of promotion to associate professor, indication of support by majority of *tenured* colleagues
  - \_\_\_\_\_ In the case of promotion to professor, indication of support by a majority of *full professors*
  - \_\_\_\_\_ Summary of conversation with associate dean for teacher education (if applicable)
  - \_\_\_\_\_ Indication that the chair's recommendation has been shared with the candidate
- \_\_\_\_\_ Department chair's personal, confidential evaluation (optional)
- \_\_\_\_\_ Written evaluations from at least three department members on regular appointment
- \_\_\_\_\_ Reports on peer observations by the chair or colleagues
- \_\_\_\_\_ Report on departmental discussion with the candidate on Reformed Christian approaches to faith and learning
- \_\_\_\_\_ Written evaluations by at least 2 department majors and 2 non-majors
- \_\_\_\_\_ Written evaluations by at least 3 alumni who were department majors
- \_\_\_\_\_ Evaluations by external referees, if appropriate

Documents to be assembled by the Office of the Provost:

- \_\_\_\_\_ Numerical summaries of all teaching evaluations conducted since the last appointment
- \_\_\_\_\_ Evaluations with comments from the most recent semesters (normally previous two semesters)
- \_\_\_\_\_ Previous reappointment recommendations of the dean and PSC
- \_\_\_\_\_ Recommendation from associate dean for teacher education (if applicable)
- \_\_\_\_\_ Letters of recommendation (or concern) from colleagues in other departments, if any
- \_\_\_\_\_ Academic advising evaluations
- \_\_\_\_\_ Report of class visit by member of Board of Trustees (if candidate will be interviewed by BOT)
- \_\_\_\_\_ Verification that all necessary original transcripts are in personnel file