

English Department Faculty Reappointment Dossier Guidelines

Revised November 2, 2011

This document supplements the "College of Arts and Sciences Reappointment Review" document, which was approved August 2011. The College document specifies the general criteria for a positive reappointment recommendation, the contents of the review report itself, and procedures for the meeting of the tenured faculty and for the independent reviews of tenured faculty and department head. Faculty should consult the College document for these specifications, which this departmental guide to dossier preparation does not address. Faculty should also consult the English Department's "Promotion and Tenure Guidelines" (rev. 4-11-11) for the Department's general criteria and a further description of Department procedures. If there are any discrepancies between the English Department's guidelines and those of the College, the College guidelines take precedence.

The reappointment process, which takes place in the candidate's third year as Assistant Professor, evaluates the candidate's progress toward promotion and tenure, and leads to the tenured faculty's and the head's independent recommendations for or against reappointment.

The reappointment dossier should be ready by the last week of November. The Department meeting will usually take place before the holiday break, to meet the College's mid-January deadline for the submission of recommendations.

The "College of Arts and Sciences Reappointment Review" document sets the following requirements for the candidate's dossier: "At a minimum, the dossier should include the following items: brief narratives from the faculty member about their achievements in the areas of teaching, creative activities or research, and service; appropriate documentation of activity in each of these three areas; peer teaching evaluations; and curriculum vitae. Individual departments are free to determine the exact items required in the dossier, although letters of recommendation or support will not be required."

The English Department expects that the brief narratives (1-2 pages each) on the three areas of evaluation will not merely summarize the candidate's accomplishments but *will* reflect on the candidate's agendas in these areas. For instance, the teaching narrative might include a brief philosophy of teaching and some reflection on changes in pedagogical practices that have been made or are planned.

English Department reappointment dossiers should include the following, arranged in the order listed below:

1. Current complete curriculum vitae. Please include all relevant publications, etc., rather than "selected" lists, even if some lists are extensive.

2. Teaching (items 2b, c, and d supplied by department staff)
 - a. Candidate's narrative
 - b. Copies of the candidate's peer teaching observations
 - c. A quantitative summary of student evaluation ratings of the candidate's teaching
 - d. Copies of all student evaluation forms. The originals will be retained in the Department's files.
 - e. Sample syllabi representative of the range of courses taught by the candidate

3. Research/Creative Activity

- a. Candidate's narrative
- b. Documentation of scholarly/creative activity listed on the CV, which might include:
 - copies of publications;
 - manuscript copies of essays, stories and/or poems that have been accepted for publication or submitted for review, and, where appropriate, letters or emails indicating acceptance;
 - manuscript of a book in progress and, if applicable, prospectus, book proposal, and/or chapter outline;
 - grant proposals and, where appropriate, letters or emails indicating award;
 - documentation of other activities as appropriate.

Larger items in this category may be located in a file box, rather than in the reappointment dossier binder.

4. Service: the candidate's narrative

The candidate should **not** provide more extensive supporting materials, such as:

1. Letters of recommendation or support.
2. A complete teaching portfolio.
3. Further documentation of service (certificates, letters, etc.).

Finally, if budgetary constraints and College policy allow for a semester of leave, normally in the fourth year, for candidates who are reappointed, the candidate should append a brief (1-2 pages at most) plan of work for that semester, indicating which semester the candidate would prefer to take that leave. Reappointment candidates should consult with the Department Head to learn if such a leave will be available.

Questions about the reappointment dossier and the process of reappointment should be directed to the Department Head.