

CHECKLIST FOR REAPPOINTMENT OF NON-TENURE-TRACK FACULTY

The reappointment of non-tenure-track members of the faculty is governed by procedures outlined in legislation. (Please see *Articles of Government*, Book I, Article IX, Section 7.) For each faculty member to be reappointed, please complete the checklist below and submit it together with the green form (Form B for contract) to the Office of the Provost and Dean of the College. If the department/program is recommending a reappointment of more than one year, a detailed memo must accompany this form justifying the longer term.

NAME _____ DEPT./PROGRAM _____

Dates of class visit(s): _____

Evaluation of teaching (including class visit reports and review of SEQs):

Review of other activities, as appropriate:
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DEPARTMENT/PROGRAM CHAIR _____ DATE _____

Visiting Lecturers

A visiting faculty member will have the title of Visiting Lecturer (see Articles of Government, Book I, Article IX, Section 7C, *Titles*). A full-time visiting lecturer will teach five courses; a visiting lecturer's primary responsibility is teaching. If departmental/program staffing needs warrant, a visiting lecturer may be reappointed for up to three additional years. These initial reappointments are made by recommendation of the departmental Reappointments and Promotions (R&P) committee and with the approval of the Provost/Dean of the College. At least one class visit will be required for each reappointment term. The primary criterion for appointment renewal is quality of teaching. Other criteria (professional development, departmental/college service) may also be considered. Normally, visiting lecturers will be employed at the College for no more than four years.