

Reappointment Review: Credential File Preparation

Chair/Director Responsibilities and General Information

Certification of File Accuracy

The Chair/Director provides guidance in the construction of the credential file relative to content and format *throughout* the probationary period. Working closely with the candidate, s/he ensures that all items on the candidate's list of responsibilities have been properly addressed and that the file is in order *before* it is presented for reappointment review within the academic unit. (See [Candidate Responsibilities](#) and [Order of Contents for Reappointment Credential Files](#).)

Supporting Evidence for Review

Materials in the credential file must be sufficient to support evaluative statements about the quality and impact of the work.

- Provide evidence of the *teaching quality* and support with multiple measures.
 - Systematically conduct peer reviews according to agreed-upon procedures in the department/school/division/program. Include a comprehensive overview of written materials as well as observations of classroom activity.
 - The Chair/Director is responsible for compiling data from multiple courses that compare the candidate's student evaluations to department averages.
 - Include student letters only if they are unsolicited and representative, not just a selection of the best.
- Assess the *quality of research or creative work* and support with multiple measures.
 - Include evidence that people have read or reviewed the work and are influenced by it (e.g., book reviews, citations of candidate's work, external letters).
 - Compare the quality of scholarly journals used by the candidate to other journals in your discipline.
 - Verify the quality of the work itself. Although assessment of the quality and circulation of the journal in which the work appears is necessary, such information is not sufficient.
 - Verify the extent of the candidate's contribution to the work (i.e., order of authorship, role in grant writing and grant execution).

External Reviews

External reviews are not required for Reappointment Reviews.

Evaluation Content and Function

The Chair/Director's letter should be *evaluative* rather than descriptive.

- Identify weaknesses as well as strengths, and provide an assessment of their significance and relationship. Descriptive statements might be used as a reference for evaluative statements, but the focus should be on your evaluation. For example:
 - *The candidate's work breaks new ground in the discipline, as evidenced by the large number of times the work is cited in the current literature.*
 - *The candidate is a popular teacher, as seen in the student evaluation scores that are in the top quartile of all student evaluations for courses at a comparable level in the department.*
- Contextualize your evaluation in terms of the department/school/division/program's allocation of effort for teaching, research and service. For instance, if the unit places greater allocation of effort on teaching, there is a corresponding responsibility to evaluate the amount and quality of teaching more fully.

As a rule, hiring is based on potential; tenure and promotion are based on productivity. For tenure and promotion, continued expectation of potential cannot substitute for demonstrated work products. The reappointment review provides the opportunity to assure that potential is realized prior to the final promotion and tenure review.