

Reappointment Review: Credential File Preparation Candidate Responsibilities and General Information

File Review Process

Units (schools, departments, divisions or programs) have separate reappointment, promotion, and tenure documents that address review criteria specific to disciplines and areas of study. These are fluid documents designed to accommodate institutional and disciplinary changes. Please refer to these documents, which are also appropriate for the reappointment review, for specific review criteria. The process for promotion and tenure, while outlined in academic unit documents, must follow the required processes in the CBA, which shall supersede all other policies and documents with respect to file review process.

The reappointment review, like tenure review, is both substantive and developmental in its purpose. Identification of strengths and weaknesses will be accompanied by specific recommendations for professional growth. The CBA outlines both APRS and EPRS. The process for an APR is outlined in Article 14 of the CBA (sec. 5.2.3 and 6.23) and in the academic unit reappointment policy. The process for an EPR is outlined in sections 5.2.4 and 6.2.4 of the CBA, as well as in the academic unit's policy. The flow of file review for an Enhanced Performance Review generally proceeds from a faculty committee, to the Chair or Director, college-level review committee, and then to the Dean and Provost. Because college procedures may vary slightly, please consult your college office for specifics.

Organization and Presentation

The candidate presents his or her accomplishments within the context of the standards and mission of the department/school/division/program. The [*Order of Contents for Reappointment Credential Files*](#) lists the required file content and section order. The following guidelines keep the file concise and uncluttered:

- Identify each section with clearly labeled filenames.
- Avoid redundancy by following the [*Order of Contents*](#) when compiling the file.
- Eliminate extraneous materials as they will not be considered for review and may detract from the file.
- Do not use plastic paper protectors, staples or paper clips to organize your file materials.

External Reviews

External reviews are not required for Reappointment Reviews.

Credential File Content and Function

The candidate's credential file should be organized in accordance with the [*Order of Contents*](#). The core of the file focuses on your philosophies of and accomplishments in the areas of teaching, research/creative work and service.

- Address teaching, research/creative work and service in separate sections within the credential file. (When appropriate, explain how your philosophies and methods used in these three areas are interrelated.) Each section should include:
 - A narrative that:
 - provides a philosophy for understanding how the materials represent your career aspirations;
 - explains the principles for selecting evidence of accomplishment included in the section; and
 - mentions additional evidence not included in full.

- Documentary evidence of your accomplishments that is representative rather than all encompassing.

Certification of File Accuracy

The Candidate should work closely with the Chair/Director to provide complete and accurate information. The original and one copy of the complete file are forwarded to the College office.

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