

Reappointment Review: Credential File Preparation

Dean Responsibilities and General Information

Certification of File Accuracy

The Dean ensures that all items on the chair/director's list have been properly addressed.
(Refer to *Chair/ Director Responsibilities*, *Order of Contents for Reappointment Credential Files*.
See also *Candidate Responsibilities*.)

Evaluation Content and Function

The Dean's review should be evaluative, rather than descriptive, and should be independent of the Chair/Director's statements.

The Dean should state a clear position on reappointment for continuation of the probationary period and provide support for that position.

The Dean should anticipate and address questions that are likely to be raised by the Provost's review (e.g., justification for early review, changes in career goals).

The Dean's review should clarify a developmental process specific to the needs of the probationary faculty member. The Dean's recommendations for performance expectations may modify or add to the Chair's.