

Preparation and Organization of Reappointment Files

- **The following items must be submitted by the Candidate through Blackboard:**
 - Candidate's Statement of Reappointment (**must be signed**)
 - Current cv (see attached cv guidelines)
 - All individual course and teacher ratings (from myhofstra portal)
 - All peer observation reports (**must be signed**)
 - All candidate's materials required by the home department as outlined in the department's standards for reappointment
- **Submitted by the Chair:**
 - Chairperson's recommendation (**must be signed**)
 - DPC's recommendation (**must be signed* see footnote**)
- **The following items must be gathered in a file by the Department and sent together, in hardcopy, to the Dean's office:**
 - Personnel Recommendation Checklist (found on the HCLAS website)
 - Chairperson's signed recommendation
 - DPC's signed recommendation
 - Candidate's signed Statement of Reappointment
 - Current Vita (see attached sheets for details on preparation)
 - Peer Observations (**must be signed by observer**)

The candidate and the AAUP president must be cc'd and the DPC and the Chair must cc each other. The cc's must be listed at the end of the letter.

NOTE: Do not staple the documents together. Please use paperclips.

Additional notes:

- Peer observations, at least one of which must be dated within the year prior to submission of the reappointment file to the Dean's Office, and at least one of which **must be contributed by the department chair**. Per FPS 46, "Normally, untenured faculty should be observed at least once a year throughout their probationary period."
- CTRs can be found on the myhofstra portal under Faculty Services/Campus Services/Course and Teacher Rating Results. Follow the instructions for printing the individual course ratings. The Chair and the DPC should use the department summary excel spreadsheets for discussion and letter writing about the candidate's confidence intervals. The Chair and the DPC chair should meet with each candidate for reappointment and make sure each candidate understands exactly what types of additional materials, if any, the department expects.

*** CBA Article 5.1.7: Where a signature or written consent is required by the provisions of this Agreement, a person may provide their signature or written consent (or non-consent) by e-mail, provided that the e-mail shall originate from the sender's Hofstra e-mail account.**

The person responsible for collecting the signatures shall maintain the record of the e-mail consents (or dissents). Please indicate on the signature page the names of the persons from whom e-mail consents (or dissents) have been obtained.

Please do not include the emails in the hardcopy files. The record of emails should be uploaded to the candidate's Blackboard site.