

UTC Reappointment Folder Checklist

Name: _____

Department: _____

UTCID: _____

Personnel No: _____

The reappointment folder is a collection of documents which proceed up the administrative chain according to the process laid out in § 3.7 of the UTC Faculty Handbook.

The reappointment dossier is a collection of materials used by the RTP Committee and department head to conduct a thorough evaluation of the faculty member with respect to the standards laid out by the UTC Faculty Handbook and departmental bylaws.

The list below is for the reappointment folder. Please add items to folder in the order shown below. The reappointment folder may be physical or digital. Each candidate for reappointment should confirm the format required for her or his department and/or college. Regardless, digital copies will be utilized when folders are received and ultimately archived in UTC Faculty Records.

Complete	Date	Material	Responsible Party
N/A	N/A	This checklist.	Faculty Member
N/A	N/A	Reappointment Recommendation Form Filled & Signed	All Reviewers
<input type="checkbox"/>		Updated Curriculum Vitæ	Faculty Member
<input type="checkbox"/>		Executive Summary (mandatory 1 page limit)	Faculty Member
<input type="checkbox"/>		Summary of all EDO evaluations	Faculty Member
<input type="checkbox"/>		Teaching Philosophy (recommend: 1 page in length)	Faculty Member
<input type="checkbox"/>		Student Ratings of Faculty (recommend: last 1-6 regular semesters)	Faculty Member
<input type="checkbox"/>		Initial appointment letter and all reappointment letters	Faculty Member
<input type="checkbox"/>		Peer Evaluation of Teaching (as needed)	RTP Committee Chair
<input type="checkbox"/>		Letter from RTP to Department Head (as needed)	RTP Committee Chair
<input type="checkbox"/>		Letter from Department Head to Faculty Member	Department Head
<input type="checkbox"/>		Letter from Department Head to RTP Committee (if negative)	Department Head
<input type="checkbox"/>		Letter from Department Head to Dean	Department Head
<input type="checkbox"/>		Letter from Dean to Faculty Member	Dean
<input type="checkbox"/>		Letter from Dean to Provost (if required)	Dean
<input type="checkbox"/>		Letter from Provost to Faculty Member (if required)	Provost

Notes:

- RTP Committee items are listed “as needed” since that committee participates if:
 - It is a mid-probationary review year for the faculty member under review
 - Or if the department head’s recommendation is negative
 - Or as required by departmental bylaws or college bylaws
- Evidence of teaching, research/scholarly/creative activity, and service should be thoroughly addressed in the department head’s letter to the dean or in the dean’s letter to the Provost.