



## REAPPOINTMENT REVIEW CHECKLIST

**For non-tenure-track Educator, Research, or Librarian faculty in a multi-year appointment. The review shall occur in the next-to-last year prior to their reappointment.**

Candidate's Name		College/School	
Department (if applicable)			
Current Appointment End Date		Number of Reappointment Years <sup>1</sup>	

### INSTRUCTIONS

All paperwork must be in a single PDF in the sequence/order according to the checklist below. **Complete formal review file must be sent to [facultyaffairs@miami.edu](mailto:facultyaffairs@miami.edu) on or before the first Friday of April.**

For specific information about this process and details on each of the documents, please refer to the [Faculty Manual](#) (Special Reviews, section C13.4), the [Promotion and Tenure Guidebook](#), your College/School Promotion and Tenure guidelines and bylaws, as well as your academic department Promotion and Tenure guidelines.

### CHECKLIST

**Use the following checklist to confirm the documents included in the file:**

	<a href="#">DF-15 Form</a>
	Memorandum of recommendation from the Chair (addressed to the Dean, dated and signed). For non-departmentalized Schools, submit instead a memorandum of recommendation from the Dean (addressed to the Provost, dated and signed).
	Written summary of the discussion/recommendation of voting faculty as prepared by the faculty member elected as reporter (identify the reporter by name and include date and signature). <b>Note that the reporter cannot be the Chair or the Dean.</b>
	<a href="#">Teaching Evaluation Form</a> <sup>2</sup> (only if candidate has teaching duties. If the candidate has no teaching duties, leave blank to indicate that it is not applicable). <b>Do not attach raw data or copies of evaluation forms completed by students.</b>
	Candidate's written career assessment
	Curriculum Vitae (UM template <a href="#">here</a> )

<sup>1</sup> The number of years for the reappointment (e.g., 3 years, 5 years).

<sup>2</sup> If your College/School has its own teaching evaluation form, you may use it instead of the one provided here. However, it should include summary of student evaluation and assessment of classroom teaching based upon classroom visitation by voting faculty (if applicable based on the Faculty Manual and College/School bylaws policies). **Please do not attach raw data or copies of evaluation forms completed by students.**