




Office of the Provost

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TO: Academic Deans, Institute Directors, Department Chairs
FROM: Peter N. Stearns, Provost 
SUBJECT: Term Faculty Reappointment/Promotion Schedule for AY 2011-12
DATE: August 31, 2011

In accordance with section 2.3.3 of the *Faculty Handbook*, Term Faculty will be evaluated for reappointment and/or promotion. The following schedule provides you with the timetable in preparation for reappointment decisions.

Single-year Contracts

- By December 15, 2011:** Notification from the Dean/Director in writing of reappointment/non-reappointment for continuous single-year contracts.
- By March 1, 2012:** Notification from the Dean/Director in writing of reappointment or non-reappointment for **initial** single-year contracts.

Term Faculty on multi-year contracts will be evaluated for reappointment during the final year of their initial appointment. (See Attachment #1 for the required materials.) In the Term Faculty member's sixth year, they may be considered for promotion. (See Attachment #2 for the recommended casebook materials.)

Multi-year Contracts

- By November 1, 2011:** Memo with recommendation of reappointment/non-reappointment due to the Provost office. If promotion is being recommended, casebook is due. **Please submit items to Kimberly Ford, Office of the Provost.**
- By December 15, 2011:** The Provost will act on the recommendation for reappointment/non-reappointment and/or promotion. The Term Faculty member will be notified in writing of the decision.

Thank you for your assistance in this important endeavor and for providing the required materials in a timely fashion.

**(Electronic Copy of this Memorandum is located on the Office of the Provost website)
<http://provost.gmu.edu/geninfo.html>**

ATTACHMENT #1

**Term Faculty on Multi-year Contracts
Reappointment Recommendation Template
(Memo From Dean/Director to Provost)**
(One to two pages in length)

1. Include a one-paragraph commentary on the focus area, either teaching or research. (If the position includes specific administrative or service functions, comments on these areas should be included in this paragraph.) Also mention relevant university service and, where applicable, any achievement in the other, non-focus area (either teaching or research).
2. Identify any areas of concern that need to be addressed before future reappointment consideration.
3. Recommend the specific dates and term for the reappointment recommendation.
4. Include approval signature line and date.

ATTACHMENT # 2

Recommended Promotion Casebook Template for Term Faculty on Multi-year Contracts

In the case of Term Faculty, evaluations are to focus on either Teaching OR Research.

1. Letter of recommendation from the Dean or Director.
2. Letters of recommendation from earlier committees evaluating the case, and from department chairs (where relevant).
3. Candidate's employment chronology, particularly at GMU to include: date of hire, date of initial appointment to a term faculty position, and ensuing reappointments.
4. Candidate's vita, including clear evidence about research and/or scholarship of teaching, if relevant, - publications, grant and contract awards, conferences and invited talks, etc.
5. Candidate's statement about teaching or research, including future plans (not to exceed 8 pages). If the candidate has contributed to the university's national reputation, such contributions should be documented.
6. The evaluation of performance in teaching must include evidence of highly competent classroom teaching and teaching experience in a variety of classes, while maintaining a consistent and appropriate teaching load. In the case of instructional faculty who has significant administrative responsibilities, evaluations of administrative service should supplement the evaluation of teaching. Evidentiary material for teaching evaluations should include:
 - a. Student course evaluations
 - b. When applicable, theses and dissertations supervised
 - c. Other evidence of teaching effectiveness such as:
 - (1) Class visits by peers
 - (2) Random sample letters
 - (3) Student comments based on the whole population, not selected samples
 - (4) Alumni letters
 - (5) Student focus groups
 - (6) Syllabi or other course materials created by candidate
 - (7) Outside letters concerning teaching effectiveness, and/or scholarship of teaching.
 - (8) Examples of innovation in teaching, including the use of technology.
7. The evaluation of performance in research, where this is relevant, should include reviews of grants or published work, and/or invitations to conferences. It should also normally include peer evaluation from outside the university, in the form of evaluative letters.
8. Other supporting evaluative materials (testimony about service or outreach, etc.), not to exceed 8 pages.