

<http://www.uah.edu/faculty-senate/resources/164-facsen/2220-chapter-7>

*7.8.2.2 Reappointment Procedure for Tenure-Earning Faculty After First Year of Employment.*

By December 15: The department chair notifies the faculty member of the upcoming comprehensive review. At this time the department chair meets with the faculty member and discusses the comprehensive reappointment review process.

By February 1: The faculty member and the department chair update the faculty member's comprehensive file as described in Section 7.7.1.

After consultation with the dean, faculty member, and with prospective committee members, the department chair appoints a review committee. The committee consists of at least two tenured faculty members in the candidate's department, or equivalent, and at least one tenured faculty member from another department in the candidate's college, or from outside the college in units without departments. In cases where there are not enough tenured faculty members in the department, the chair appeals to the dean for a variance in the composition of the review committee.

The review committee assesses the qualifications of the candidate for reappointment. In its deliberations, it considers the contents of the faculty member's comprehensive file and renders a professional judgment on the candidate's strengths and weaknesses. The review committee prepares a detailed written report stating its recommendation for or against reappointment and the reasons for the recommendation. A minority report may be included. The committee report indicates how many favor reappointment and is signed by all committee members. Affirmative recommendations for reappointment in the first year evaluation are normally for two academic years then annually or until the end of the reappointment candidate's probationary period (i.e., the year in which the candidate will be evaluated for tenure), whichever is shorter.

By March 1: Copies of the committee's recommendation and report(s) must be transmitted to the chair.

By April 1: The department chair prepares an independent recommendation and transmits this report and the review committee's recommendation and report(s) to the dean.

By April 20: The dean reviews the reports with the provost and discusses possible actions.

By May 1: The dean notifies the faculty member in writing of the reappointment decision.