

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

*7.8.2.1 Reappointment Procedure for Tenure-Earning Faculty in the First Year of Employment.*

By December 15 of the faculty member's initial year of appointment, 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 January 15 of the academic year in which the review is conducted, the faculty member and the department chair prepare the faculty member's comprehensive file as described in Section 7.7.1.

After consultation with the dean, faculty member, and prospective committee members, the department chair appoints a review committee. The committee consists of at least two tenured faculty members from 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 are normally for two academic years.

By February 1: Copies of the committee report are transmitted to the chair. The chair prepares an independent recommendation report.

By February 10: The chair provides both the chair's recommendation report and the committee's recommendation report to the candidate and the dean.

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

By March 1: The dean notifies the faculty member in writing of the reappointment decision. The department chair meets with reappointed faculty to discuss concerns and to plan objectives for the next two years.