

# Reappointment/Annual Review or Non-reappointment of Faculty

[\(Board of Visitors Policy\)](#)

**NUMBER:** 1402

**APPROVED:** June 12, 1980; Revised June 20, 1985; Revised June 16, 2011; Revised April 26, 2013 (eff. 6/1/13); Revised June 14, 2018 (eff. 7/1/18); Revised June 13, 2019 (eff. 7/1/19); Revised June 18, 2020 (eff. 7/1/20); Revised September 16, 2022

**SCHEDULED REVIEW DATE:** September 2027

## I. Board of Visitors Policy

### A. Nature of Appointment

1. Unless tenure has been awarded by the university, all full-time faculty appointments are on an annual, multi-year, temporary, or probationary basis.
2. In some cases, appointments for less than one academic year may be made, for example, initial appointments at mid-year or emergency one-semester appointments.

## II. Guidelines

- A. Consideration of reappointment or non-reappointment will be according to [the timetable in the teaching and research faculty handbook](#). A determination is made concerning reappointment early in the second semester for faculty members in their first year of service and in the first semester for faculty members in the second or subsequent years of service.
- B. Except as otherwise specified, the initial consideration for reappointment of career-track faculty will be conducted by the departmental tenure and promotion committee unless they are in their first year and have been appointed mid-year. Faculty members who are undergoing sixth-year review or promotion review may be exempted from participating in the reappointment process.
- C. In the case of financial constraints or demonstrable overstaffing of departments, the dean or the appropriate executive vice president may require a reduction in the number of faculty members in the department.
- D. Faculty members who were appointed as **instructors** with the expectation that they would complete their terminal degrees may not be reappointed before the award of the degree unless

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#### Substantive changes:

1. This policy has been modified to be consistent with the new Ranks policy and covers all non tenured faculty.
2. There was overlap with policy on promotion for career track faculty. Details about annual evaluation for career track faculty have been moved here.
3. For the school of medicine there is an option to move tenure-track faculty off the tenure track.

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<sup>1</sup>See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

prior approval has been obtained from the appropriate executive vice president (See [Policy on Academic Rank and Criteria for Ranks](#).)

- E. If the critical requirements of the position of a probationary tenure-track faculty member are changed so as to affect the primary duties expected of the faculty member, and hence their consideration for tenure, the faculty member shall be fully and promptly informed of the changes in writing at least one semester before the changes are implemented.

### III. Procedures

#### A. Reappointment or Non reappointment of Probationary Tenure-Track Faculty<sup>2</sup>

1. The departmental/school promotion and tenure committee (or other initial recommending committee) and all subsequent evaluators considering the case will take into consideration the formal evaluations of the faculty member's performance by the chair or director and the dean, faculty self-evaluation, and any other relevant data, as well as the needs of the department.
2. These procedures will be suitably adapted for faculty members who hold interdisciplinary, interdepartmental, or joint appointments, or who hold appointments in a department with two or fewer tenured faculty members. The adapted procedures should be recommended and approved by the dean or deans and the appropriate executive vice president.
3. Each department conducts an annual review of the probationary tenure-track faculty in that department. This review is based on the performance of the individual faculty member, the needs of the department, and is initially conducted by a committee consisting of tenured members of the department.
4. The departmental/school promotion and tenure committee recommends to the chair/director one of the following actions:
  - a. That the faculty member be offered an additional annual contract without tenure
  - b. That the faculty member is not reappointed; that is, not be offered an additional contract if in the first or second year of service or offered a terminal contract for the succeeding year if in the third or subsequent year of service.
  - c. A copy of the committee's recommendation shall be supplied to the faculty member with reasons for the recommendation for appointment or non-reappointment.

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<sup>2</sup> For a definition of the academic ranks, types of appointment, and specific procedure variations, see the Policy on Academic Rank and Criteria for Ranks.

5. Considering the written recommendation of the department committee, if applicable, the performance of the faculty member and the needs of the department, the chair/director makes a recommendation to the dean concerning reappointment or non-reappointment of each individual probationary tenure-track faculty member and provides the faculty member with a copy of the recommendation.
6. Considering the recommendation of the departmental promotion and tenure committee and of the chair/director as well as the needs of the college, the dean decides concerning reappointment or non-reappointment of each individual probationary tenure-track faculty member. The dean of the School of Medicine may, upon determination that the professional goals, responsibilities, or performance of a tenure-track faculty member who performs patient services are more appropriately aligned with a career track appointment, provide a one-time opportunity for the faculty member to transition to a career track appointment in accordance with conversion policy.

#### B. Reappointment or Non-reappointment of Career-track Faculty

1. Each department/school conducts an annual review of all career-track faculty members in that department/school. This review is based on the performance of the individual faculty member and the needs of the department/school.
  - a. For Teaching Assistant Professors, annual reviews are conducted by the department promotion and tenure committee, chair, and dean. The annual reviews for Teaching Associate Professors and Teaching Professors are conducted by the chair followed by the dean. In lieu of this annual review, and if not applying for promotion, every six years Teaching Associate Professors and Teaching Professors will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department and teaching faculty of an equal or higher rank followed by the chair and the dean. If the evaluation is positive and the dean's recommendation to retain the faculty member is affirmative, the individual will be reappointed. If the decision by the dean is not to retain the faculty member for cause, the faculty member will be notified of termination according to the appropriate schedule. The faculty member may request a review by the appropriate executive vice president whose decision is final.
  - b. For all ranks of clinical faculty annual reviews are conducted only by the department/school chair. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed. If the recommendation by the department chair or dean is not to retain the faculty, the faculty member will be notified of termination and may request a review of the non-reappointment decision by the appropriate executive vice president whose decision is final.
  - c. Research faculty members in research centers housed within a college/school will be reviewed similarly to career-track teaching faculty in the academic departments within that college/school. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed. If the

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decision of the dean is negative, the research faculty member may request a review of the non-reappointment by the appropriate executive vice president, whose decision is final. Research faculty in an Office of Enterprise Research and Innovation (OERI) center will undergo an annual in-depth review by their center director, as defined in the center policy. The center director will make the decision on reappointment. If the decision by the center director is not to retain the research faculty member, they will be notified of termination according to the center policy. The faculty may request a review of the non-reappointment decision by the vice president for research and economic development whose decision is final.

- d. For faculty of practice (any rank) the annual review is conducted by a committee of tenured members of the department followed by the department chair/director and dean.

- 2. For career track faculty undergoing an in-depth sixth-year evaluation:
  - a. School of Medicine. The chair recommends one of the following actions:
    - i. That the faculty member be offered reappointment for a term of at least one year, or for a term length commensurate to the faculty member's rank; or
    - ii. That the faculty member is not reappointed and shall be notified of the termination of their contract effective June 30 of the current fiscal year.

- b. All other Colleges/Schools. The departmental committee recommends to the chair/director one of the following actions:

- i. That the faculty member is offered a reappointment term commensurate to the faculty member's rank\*; or
- ii. That the faculty member is not reappointed and instead offered a terminal contract.
- iii. Considering the written recommendation of the departmental committee, if applicable, the performance of the faculty member, and the needs of the department, the chair makes a recommendation to the dean concerning reappointment or non-reappointment of each career-track faculty member and provides the faculty member with a copy of the recommendation.

#### C. Decision Notification and Review of Non-reappointment Decisions

For all reappointment or non-reappointment decisions, the Dean shall provide a written decision regarding reappointment or non-reappointment to the faculty member via the secure site and according to the dates set in the Schedules for Faculty Personnel Actions.

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