

Required Materials for Teaching-Track **REAPPOINTMENT** Dossier

The Reappointment Candidate, Department/Program, and Dean's Office will be responsible for contributing their own set of documents to the dossier as listed below. These documents will culminate to form the complete reappointment dossier that will be reviewed by the Teaching Track Promotion and Reappointment Committee and Dean.

Candidate's Documents

The Reappointment Candidate will be responsible for making sure the following documents are uploaded to Faculty Folio RPT:

CV

Your CV for reappointment review can be the same CV that you are submitting for annual faculty activity reporting, or you may also use guidance from the applicable sections within the instructions in [Preparing a Curriculum Vitae for Promotion Review](#).

Reappointment Statement

Please include a 500-600 word statement summarizing the philosophies and goals that guide your teaching and other contributions to the College, University, or broader academic community. More than reiterating the accomplishments found in this CV supplement, this statement should help the reappointment committee understand what motivates your teaching and service. This was previously a part of annual reporting (specifically question #7 on the former CV supplement form).

Vita Supplement(s)

The most recent vita supplement will be automatically generated by the Dean's Office from Faculty 180. Additional years of vita supplements will also be available to the Teaching Track Promotion and Reappointment Committee upon their request. However, if you would like to include additional terms of activity reporting for the committee to review, please contact your unit administrator or Faculty Affairs with the terms you would like to include.

Other Relevant Materials (optional)

If applicable, reappointment candidates may include other materials they would like to present to the Teaching Track Promotion and Reappointment Committee and the Dean (e.g. peer observations, syllabi, publications, awards, grants, letters of support, links to media presentations). Please be selective in your submissions.

Department/Program Documents

The Department/Program will be responsible for making sure the following documents are uploaded to Faculty Folio RPT:

Department/Program Letter

This letter to the Dean (also read by an elected committee of faculty) asks you to describe the strengths and weaknesses of the candidate up for reappointment. The [Guidelines for Chair and Director Reappointment Letter](#) document should help you with these evaluations by prompting you to think about the different components of a teaching-track position. It is unlikely that any one faculty member would (or should) fulfill all the criteria in the guidelines, although we do expect that their teaching contributions will be of paramount importance when you craft your letter. Please start your letter with a brief overview of the incumbent's general assignment (e.g., he teaches in our first year and second year language courses; she teaches X and serves as assistant chair/DUS/Weinberg adviser). Then, as you address the most relevant of the following criteria (Teaching Contributions, Engagement in the Northwestern Community, Engagement in the Profession), please indicate what evidence you are using to make your recommendations, whether positive or negative (e.g., CTECS, peer observations, student feedback, sample syllabi, feedback from other faculty).

Other Relevant Materials (optional)

If applicable, please include any other relevant material demonstrating the candidate's skills and accomplishments as a teacher and advisor: e.g., peer teaching observations, external letters solicited by the department, letters received by the department/program about the candidate's teaching, awards, written reports by faculty members with whom the candidate may have co-taught, etc. All such material used in the review should be included.

Dean's Office Documents

The Dean's Office will be responsible for making sure the following documents are uploaded to Faculty Folio RPT:

CTEC Report with Response Averages

Grade Distribution Report

Please find the correct naming conventions below for uploading PDF documents to Faculty Folio:

NAMING CONVENTIONS FOR ELECTRONIC FILE

- [Surname]_statement
- [Surname]_cv
- [Surname]_department letter (this file should include the letter itself and internal reports on scholarship or teaching, if they exist)
- [Surname]_other relevant material (if any – these files should include any additional material solicited for the review, such as WCAS advisor evaluations, and should be named appropriately and saved as separate documents or grouped depending on size)
 - [Surname]_classroom observations
 - [Surname]_“publications” or “pub_1, pub_2,” etc. (if any – saved as separate documents or grouped depending on size)
 - etc.