

REAPPOINTMENT PORTFOLIO GUIDANCE

The reappointment process is an evaluation period for the university to determine whether to continue the contract for a tenure-track faculty member. Each faculty member will be evaluated by the tenured departmental faculty, department chair, college/school committee, dean and provost and senior vice chancellor for academic affairs. This process is governed by the “Tenure and Promotion, Policies, Regulations and Procedures” established by Fayetteville State University.

The reappointment review is similar to that of the tenure and promotion process in that it focuses on the documented progress that each faculty member is making in the areas of effective teaching, scholarly research and creative activities, and service. The intent, depending upon the review stage, is to measure whether the faculty member is making satisfactory and reasonable progress toward the minimum criteria for tenure and promotion as set by the university in the Affidavit of Awareness and others requirements established by the departments and college/schools. In the first reappointment stage, a faculty member may or may not have measurable accomplishments in all three areas of review. However, it is expected that in subsequent reviews that measurable and documented accomplishments will be reported. If a faculty member has been judged as “needing improvement” in area as a result of the annual faculty evaluation, he/she should show evidence of improvement.

The portfolio for reappointment should address and include, as a minimum the following:

1. General Documents:

- A letter requesting the specific reappointment summarizing your accomplishments since your initial appointment to FSU
- FSU Faculty Personnel Action Form
- Resume

2. Teaching Effectiveness Documents:

- Reflective analysis of teaching strengths
- Student evaluations summary
- Chair and Peer evaluations
- Teaching effectiveness and faculty development workshops, seminars, etc
- Course development, exemplary syllabi, challenging student assignment, etc
- Courses taught by semester and number of students
- Honors and awards for teaching
- Other documents that demonstrate progress in teaching effectiveness

3. Research, Scholarship and Artistic Activities:

- Reflective summary of accomplishments to date
- Examples of research and scholarly activities, presentations, workshops, etc.

- Articles, Exhibitions, books/book chapters, etcGrants (submitted, funded or not)
- Any professional works under review, draft, etc.
- Honors and awards for research, scholarship, artistic
- Professional membership
- Professional consulting
- Other documents that demonstrate progress in research, scholarship, and artistic activities

4. Service:

- Reflective summary of accomplishments to date
- University (e.g., committee membership, leadership, etc.)
- Departmental, college/school committees
- Professional such as editorial boards, reviews, juror, grant or accreditation reviews, etc
- Community activities such as serving of boards, public school service, workshops, presentations, awards, consulting, etc.
- Other documents that demonstrate progress in service

This document serves only as a guide to the type of documentation that should be in the portfolio, as a minimum, for consideration for reappointment. It does not serve as a guarantee that reappointment will be approved. Please feel free to submit any documentation that will demonstrate the progress that you are making in each of the areas above.