

# CAS Faculty Reappointment Request Form

## (Non-Tenured Faculty Only)

*Due to the CAS Dean's Office by October 15th*

In compliance with Faculty Handbook policy (Part III, Section 3.1 [c][6][i]) regarding reappointment of faculty (non-tenure and tenure track) please indicate whether you wish to renew your current appointment.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Please renew my appointment for \_\_\_\_\_ year(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Policies and Procedures

The Faculty Handbook stipulates that non-tenured faculty seeking reappointment must request reappointment using the "Faculty Reappointment Request Form" by **October 15**.

CAS faculty appointments are usually for one year, followed by two one-year appointments. Subsequently, multiple year appointments may be offered (generally 2 or 3 years). Professors and Senior Lecturers may be offered up to five-year appointments. Appointments are calibrated to match tenure review.

Faculty who are requesting a multiple year appointment are encouraged to discuss the request with their department chair.

The dean meets with each chair to review reappointment requests and relevant materials, including Annual Faculty Evaluations, Load sheets, and Student Evaluations of Instruction. This meeting occurs during the Fall quarter for faculty who have completed at least 1 year of employment and the Winter quarter for those in their first year.