

## **GUIDELINES FOR REAPPOINTMENT OF LECTURERS TO MULTIYEAR CONTRACTS**

1. The candidate will provide a self-evaluation and curriculum vitae. The self-evaluation will consist of a listing of all classes taught by the candidate since the last faculty action, as well as any discussion of this teaching that the candidate may wish to provide. It should also contain information about any other teaching, research or service related activities in which the candidate has been involved.
2. The department secretary will prepare a "Green Sheets" dossier containing the candidate's self-evaluation and CV as well as teaching evaluations and peer review letters concerning the candidate's teaching. This will be available to the department continuing faculty.
3. The department chair will administer a written vote by all departmental continuing faculty concerning this reappointment. Comments will also be solicited at this time.
4. The department chair will provide narrative based upon the candidate's Green Sheets and CV, teaching observations, the departmental vote and the comments of the faculty. This narrative will be added to the Green Sheet dossier.
5. The finished Green Sheet dossier will be provided to the dean for final decision {with consultation of the CEMS Faculty Affairs Committee}.
6. An appeal process exists, but is not detailed here.