CHECKLIST FOR REAPPOINTMENT (NO CHANGE IN STEP)

For the following Academic series:

   Junior Specialist

Reappointments without a change in step may be submitted via email.

Department will submit to the dean's office:

___ Departments will email a completed REQUEST FOR REAPPOINTMENT FORM to Dean's office for the following actions:

   • Request for reappointment
   • Request for increase in percentage in time
   • Request to reappoint beyond 24 month limit

Dean's Office

Once approved, the form will be emailed to the appointee, department and academic review team will be copied. The approved form will be sent in lieu of a reappointment letter with no step change.

CHECKLIST FOR REAPPOINTMENT (CHANGE IN STEP)

For the following Academic series:

   Junior Specialist

Reappointments with a change in step should be prepared in MIV.

Department will submit to the dean's office using MIV:

___ Action Form for Reappointment (Reminder: If the junior specialist was hired without salary, and without a recruitment or search waiver, they may only be reappointed without salary.)

___ Brief letter from the chair indicating the results of faculty consultation (if any), source of funding, time in title, term of reappointment, and qualifications of the individual.

___ Current Curriculum Vitae. Upload into MIV as an appendix to the department letter.

___ Signed Candidate’s Disclosure Certificate.

___ Position description indicating services expected to be performed and percentage effort expected for each activity. REMINDER: Required to be actively/significantly involved in publishable research activities as documented through publications or other methods, including reviewing journal articles and engaging in discussions on research and the interpretation of research results. Include Professional Competence and Activity if applicable, such as: participate in appropriate professional/technical societies or groups and other educational and research organizations; and, review research proposals, journal manuscripts, and publications related to area of expertise.

Dean's Office

After appointment is approved Dean's office will email the appointment letter to candidate care of the department and copy the Academic Review Team.

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