

Departmental Checklist – Reappointment of Visiting Faculty
(Visiting Assistant, Associate, or Full Professor/Visiting Lecturer/Visiting Lecturer with Rank of Professor)

Submit reappointment cases and their corresponding materials via [Interfolio](#).

<input type="checkbox"/>	Reappointment Form - Complete the form within Interfolio.
<input type="checkbox"/>	Curriculum Vitae
<input type="checkbox"/>	Evaluation as Teacher - Please upload a written evaluation which describes this individual’s effectiveness and past performance as a teacher and advisor. This evaluation should especially discuss their performance in the most recent academic year, including a summary of recent course evaluations. You should also explain the salary increase (if any) which you are seeking for the proposed appointment. - If you are requesting a multi-year appointment, this evaluation should cover the individual’s performance in the preceding three years.
<input type="checkbox"/>	Teaching Responsibilities Form - Complete the form within Interfolio. - Please describe this individual’s teaching and/or advising responsibilities for each semester of this appointment, noting the FTE fraction, duty time percentage, and funding source for each responsibility. As applicable, please also include all course number(s), advising responsibilities, precept and/or lab assignments, and co-instructors. - If you are requesting a multi-year appointment, please describe the individual’s expected responsibilities for the duration of the appointment.
<input type="checkbox"/>	Recent Numerical Course Evaluations - Run from the CollegeNet Course Evaluation system and save as one file.
<input type="checkbox"/>	Offer Letter (if any)
<input type="checkbox"/>	Acceptance Letter (if any)
<input type="checkbox"/>	Correspondence (if any)