

**Departmental Checklist – Reappointment – Visiting Faculty**

(Visiting Assistant, Associate, or Full Professor/Visiting Lecturer/Visiting Lecturer with Rank of Professor)

- F-2 Reappointment Form (signed and scanned as an IMAGE)
- Curriculum Vitae
- Evaluation as Teacher and Scholar  
Describe effectiveness as a teacher of undergraduate and/or graduate students and special qualifications for this position. Assess general standing as a scholar; competitive standing in fields of special competence; especially significant contributions to the field, the advancement of knowledge and originality.
- Teaching Responsibilities  
Indicate teaching and/or advising responsibilities per semester, noting the duty time percentage and FTE fraction for each assignment.
- Offer Letter (if any)
- Acceptance Letter (if any)
- Correspondence (if any)
- Recent Numerical Course Evaluations  
(run from the CollegeNet Course Evaluation system and save as one PDF file)