

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

---

**Title:** Policy on Presidential Faculty Reappointment Letters  
**Policy Number:** 02.71.11  
**Effective Date:** July 1, 2003  
**Issuing Authority:** Office of the President

### **Scope of Policy**

The President annually or at some other interval provided by University policy reappoints or gives notice of nonrenewal to persons holding presidential faculty appointments until such time as they are awarded tenure or leave the University.

This policy provides the time lines and documentation for the submission of letters of reappointment or nonrenewal by deans and schools.

### **Policy**

#### **Consultation With Appropriate Faculty Committees**

Unless there is a substantial reason not to do so, the dean is expected to consult with the appropriate departmental and school/college faculty personnel committees in developing his/her recommendation to the president about reappointment or nonrenewal. The dean is not required to follow the advice of the committee(s), but he/she should note the advice of the committee(s) and include any written statement developed by the committee(s) in the file submitted to the president to support the dean's recommendation for reappointment or nonrenewal.

#### **Submission of the Dean's Recommendation**

The dean shall make his/her recommendation for nonrenewal or reappointment of a presidential appointment for the following year no later than November 1.

The dean's recommendation shall be submitted to the chief academic officer of the University for review and submission to the president. The chief academic officer shall submit the dean's recommendation to the president with the chief academic officer's own recommendation for reappointment or nonrenewal.

The chief academic officer shall provide as part of his/her recommendation a letter prepared for the president's signature that is addressed to the faculty member indicating the recommended action of appointment or nonrenewal.

### Content of the Reappointment/Nonrenewal File

The dean shall provide the following information and evaluation as part of the file submitted to the chief academic officer for transmission to the president.

1. The faculty member's current resume signed or initialed on each page by the faculty member. The current resume should include the faculty member's credentials through November 1 of the current year.
2. The letter of evaluation sent by the dean to the faculty member, setting forth his/her evaluation of the faculty member. Where the dean has recommended nonrenewal of a faculty member's appointment, this should be included in the letter to the faculty member.
3. Evidence relating to the faculty member's teaching, scholarly and/or creative work, and service, including, where available:
  - (1) Student evaluations of the faculty member's teaching and comparison to the student evaluations of other faculty members in the same academic unit;
  - (2) Evaluations of the faculty member's teaching by faculty colleagues or academic administrators;
  - (3) Copies of reviews or other external recognition of the faculty member's scholarly or creative work;
  - (4) An assessment of the quality and importance of the faculty member's scholarly and/or creative work, including the importance or stature of journals or presses with which he/she has published, the stature of conferences or other meetings at which the faculty member has presented his/her scholarly or creative work, the significance of venues in which a faculty member has performed or exhibited his/her creative work, and other evidences of external validation of the quality of the faculty member's work.
  - (5) A listing of the faculty member's service to the University, his/her profession or discipline, and his/her community. The dean's letter should include an assessment of the effectiveness and importance of the faculty member's service activities.
  - (6) Evaluations or comments on the faculty member's performance by the department chair and appropriate department committee, if any, and by the appropriate college or school committee.

### President's Action

If satisfied with the documentation and recommendations forwarded by the dean and/or chief academic officer, the president will sign a letter of reappointment or nonrenewal in his/her judgment.

If the president is not satisfied with the documentation and recommendations forwarded by the dean and/or the chief academic officer, the president may seek more information from them before developing his final letter of reappointment or nonrenewal.

### Notes

**1. Dates of official enactment and amendments:**

Adopted by the President on November 25, 2002.

**2. History:**

none

**3. Cross References**

none