

# INSTRUCTIONS FOR PROCESSING REAPPOINTMENT APPLICATIONS

## DEPARTMENT

- A. **Positive** Recommendation for Reappointment
1. Department completes sections I, II and III of form.
  2. Department chairperson types in authorizing signature and forwards form electronically to dean by date specified in current Agreement.
- B. **Negative** Recommendation for Reappointment
1. Departmental representative notifies applicant in writing of negative recommendation and **must record date of notification**.
  2. At applicant's request, department chairperson or designee meets with applicant to summarize information discussed prior to the decision and explain departmental action. If recommendation is changed to positive, process as in A. above.
  3. If recommendation remains negative, departmental representative notifies applicant in writing and **must record date of notification**.
  4. Department chairperson completes sections I, II and III of form, types in authorizing signature and forwards form electronically to dean by date specified in current Agreement. See "**Appeal Rights of Applicant**" below for disposition of documentation.
  5. **Applicant has appeal rights as outlined below in "Appeal Rights of Applicant"**.
- C. Faculty Member Did Not Apply for Consideration
1. No consideration is necessary.
  2. Department chairperson checks Not Considered and adds the following statement to the Department's section of the form: "Individual has not applied for consideration; therefore, none has been given and the faculty member's latest contract will constitute a terminal contract."
  3. Department chairperson types in authorizing signature and forwards form electronically to dean by date specified in current Agreement.

## DEAN

- A. **Positive** from Department/**Positive** from Dean
1. Dean completes section IV explaining her/his recommendation.
  2. Dean types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement.
  3. Supporting documentation hand delivered to Faculty Personnel Services (WA 308).
- B. **Positive** from Department/**Negative** from Dean
1. Dean notifies applicant in writing (copy to department) of intent to submit a negative recommendation and rationale for doing so. **Must record date of notification**.
  2. At applicant's request, dean meets with applicant to answer questions and to give applicant a chance to correct errors. If recommendation is changed to positive, process as in A. above.
  3. If recommendation remains negative, dean notifies applicant in writing and **must record date of notification**.
  4. Dean completes her/his section of form, types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement see "**Appeal Rights of Applicant**" below for disposition of documentation.
  5. **Applicant has appeal rights as outlined below in "Appeal Rights of Applicant"**.
- C. **Negative** from Department/**No Appeal** requested
1. No further consideration is necessary.
  2. Dean completes her/his section with the following statement: "Applicant has not requested a dean's review of the negative department recommendation; therefore, none has been made and no further consideration is required."
  3. Dean types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement.
- D. **Negative** from Department/**Appeal Requested**
1. Applicant is invited to select an advocate from the department to appear before the dean's advisory body to explain the appeal basis.
  2. Dean makes a recommendation and notifies the applicant in writing of the recommendation and **must record date of notification**. If recommendation is changed to positive, process as in A. above.
  3. If recommendation remains negative, dean notifies applicant in writing and **must record date of notification**.
  4. Dean completes her/his section explaining her/his recommendation, types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement. See "**Appeal Rights of Applicant**" below for disposition of doc.
  5. **Applicant has appeal rights as outlined below in "Appeal Rights of Applicant"**.
- E. Faculty Member Did Not Apply for Consideration
1. No consideration is necessary
  2. Dean checks Not Considered, types in authorizing signature and forwards form electronically to FPS@cmich.edu by date specified in current Agreement.

## APPEAL RIGHTS OF APPLICANT

- A. **Applicant must be notified of a negative recommendation at each review level and has the right to appeal the recommendation to the next level up to the Provost.**
- B. **All requests for review of a negative recommendation must be made in writing and delivered to Faculty Personnel Services within one week of receiving notification of the negative recommendation. See Article 14 of the current Agreement.**
- C. **Documentation is to be retained at each reviewing level until the appeal period has passed without a request for appeal or until an appeal has been requested. Upon appeal, documentation is sent to the next reviewing level. If no appeal is requested, materials are returned to the applicant. Documentation should not be returned to the applicant until the appeal process is complete.**

FOR ADDITIONAL INFORMATION ON THIS PROCESS, CONSULT ARTICLE 14 OF THE CURRENT AGREEMENT.