

Special Faculty Appointment Contract Cycle and Reappointment & Promotion Portfolio Materials Overview
Department of RMPE
Effective 2015 Annual Review Cycle (1.1.15 – 12.31.15)

Purpose

The **RMPE** Departmental Personnel Committee is providing the following information to all full time, non-tenure track Special Faculty Appointment (SFA) regarding:

1. **Contract Cycles**; and
2. **Portfolio Materials**

Contract Cycles

- SFA personnel are generally reviewed each academic year during the Spring semester.
- SFA personnel may be granted multi-year contracts (≤ 5 -year intervals), budget permitting with approval of Academic Affairs.
- SFA personnel on multi-year contracts will be reviewed during the Fall semester of the year prior to the last year of the contract (e.g. a 3-year contract will be reviewed in the 2nd year of that contract).
- If an SFA individual on a 1-year contract is denied reappointment, s/he may complete the academic year, leaving the University at the conclusion of the contract. If an SFA individual on a multi-year contract is denied reappointment, s/he may complete the remaining year of the contract, leaving University at the conclusion of the contract.

Portfolio Materials

To be considered for reappointment and/or promotion, the materials listed below must be submitted to the DPC by the established due date in **electronic** format.

MATERIALS*	DESCRIPTION
1. CURRICULUM VITA	A. A current CV .
2. ANNUAL EVALUATIONS	A. A copy of the CHAIR'S ANNUAL EVALUATION for 3 most recent years at ASU
3. RTPM REPORTS	A. Full RTPM REPORTS for 3 most recent years at ASU.
4. IDEA STUDENT EVALUATIONS	A. IDEA STUDENT EVALUATIONS for each course taught at ASU for the 3 most recent years at ASU. (Note: IDEA Student evaluations may be included in the RTPM report [#3 above] as part of the embedded verification files.)
5. PEER EVALUATIONS	A. Copies of completed PEER EVALUATIONS of teaching for years served at ASU.
6. ADDITIONAL SUPPORT DOCUMENTS	A. Candidates may provide additional evidence of performance as desired.

*The DPC reserves the right to request additional materials from each candidate in support of their candidacy.