

Checklist for Pre-6 NSF Reappointments

Each recommendation for reappointment must include:

- A. Recommended Action Form
- B. Departmental letter of recommendation that provides:
 1. Assessment of the candidate based on demonstrated competence in the field and demonstrated ability in teaching and other assigned duties.
 2. Report of the evaluation and consultation method used by the department review.
 3. Nature and extent of consultation and, where relevant, the vote of the Academic Senate members of the department.
- C. Statement of proposed workload for each quarter of proposed appointment, and the calculation of Instructional Workload Credits.
- D. Copy of written notice to NSF informing him/her of purpose, timing, criteria for assessment, and departmental assessment process, signed by NSF.
- E. Signed Candidate's Disclosure Certificate (optional document)

The Dean's Office may require other materials in addition to those identified above.

The Dean's Office will forward a copy of D (above) and the Dean's reappointment letter to the Office of the Vice Provost – Academic Affairs.