

CHECKLIST FOR REAPPOINTMENT (CHANGE IN STEP)

For the following Academic series:

Junior Specialist

Reappointments with a change in step should be prepared in MIV.

Department will submit to the dean's office using MIV:

- ___ Action Form for Reappointment (**Reminder:** If the junior specialist was hired without salary, and without a recruitment or search waiver, they may only be reappointed without salary.)
 - ___ Brief letter from the chair indicating the results of faculty consultation (if any), source of funding, time in title, term of reappointment, and qualifications of the individual.
 - ___ Current Curriculum Vitae. Upload into MIV as an appendix to the department letter.
 - ___ Signed Candidate's Disclosure Certificate.
 - ___ Position description indicating services expected to be performed and percentage effort expected for each activity. **REMINDER: Required to be actively/significantly involved in publishable research activities as documented through publications or other methods, including reviewing journal articles and engaging in discussions on research and the interpretation of research results. Include Professional Competence and Activity if applicable, such as: participate in appropriate professional/technical societies or groups and other educational and research organizations; and, review research proposals, journal manuscripts, and publications related to area of expertise.**
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CHECKLIST FOR REAPPOINTMENT (NO CHANGE IN STEP)

For the following Academic series:

Junior Specialist

Reappointments without a change in step may be submitted via email.

Department will submit to the dean's office:

- ___ Email from the department, with chair concurrence, indicating the results of faculty consultation (if any), source of funding, time in title, and term of reappointment. (**Reminder:** If the junior specialist was hired without salary, and without a recruitment or search waiver, they may only be reappointed without salary.)