

New Faculty

# Reappointment Process

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# Notice from Senior Vice President and Provost



OFFICE OF THE  
SENIOR VICE PRESIDENT & PROVOST  
*Academic & Student Affairs*

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Hafa adai new faculty:

*Beunos todos* to the University of Guam! This is an exciting part of your professional and academic journey. You have been hired on a three-year initial contract, which will require a reappointment review process before the continuation contract, where you will be eligible to apply for tenure.

The reappointment process is important to the professional development of any faculty member. It provides the opportunity for self-reflection, peer review, and mentorship from your dean and others. The entire process is laid out below, followed by some of the supports we will offer to help you succeed.

#### Process

This process is intended to offer critical, supportive formative feedback as you establish your professional identity. If you have any questions about this process, please consult with your dean.

1. **First year CFES Review.** This is the first critical step in your journey. You will prepare for your dean your first CFES Report with supporting evidence, such as draft manuscripts, acceptance letters, student teaching evaluations, syllabi, and other materials. The *CFES Document* is a good resource for the types of activities and evidence that can be submitted. In your meeting with the dean, you will discuss not only discuss your first-year achievements, and plans for the second year, but also your plans and strategies for the reappointment process, and even your aspirations for promotion and tenure, and mentors you would like to help you along the way.
2. **Comprehensive Plan.** During your 18th month of employment (January 2023 for most of your reading this), you will submit a comprehensive plan for how you hope to attain promotion and/or tenure to your division chair (or research director). This plan should lay forth your plans in each endeavor by the next milestone in your P&T pathway. You should have a clearly articulated research or creative agenda, an instructional plan appropriate for the amount and type of instruction required of you, and plans in each endeavor. It is most important that your plans are most detailed, considered, and explained in your primary endeavor.
3. **Unit Presentation.** You should prepare a 10–15-minute presentation or conversation with the colleagues in your unit (division or research lab). This presentation should highlight your accomplishments and explain your plans. In most cases, this will occur in the regular monthly meeting. Your peers will have a chance to ask you questions and provide feedback directly.

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# Quick view of the process

Year 1 CFES

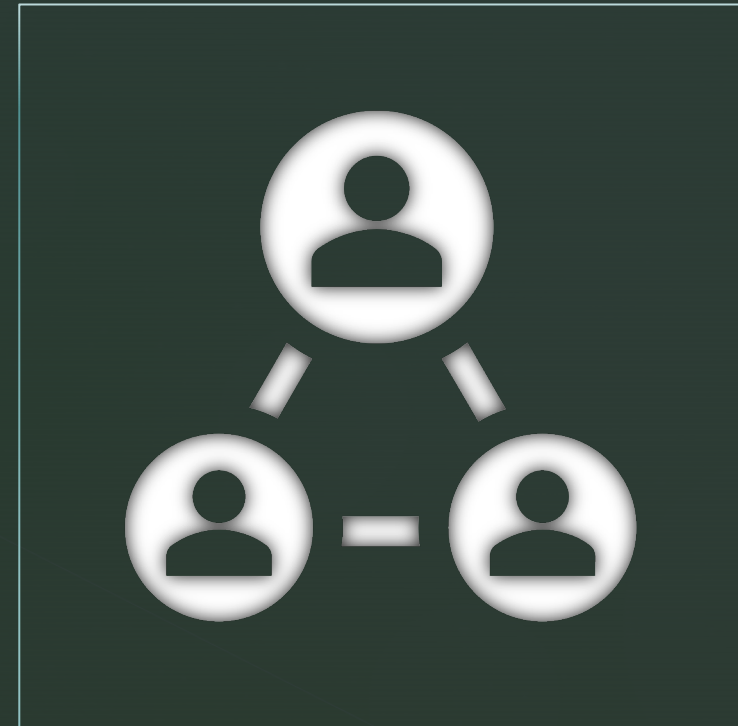
18<sup>th</sup> month mark  
Comprehensive Plan to dean/director

Unit Presentation

Unit AAC Review

Dean/Director Review

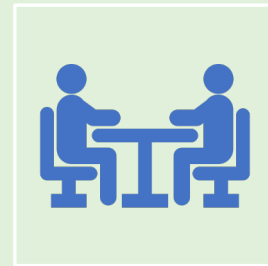
Executive Review: SVP&P and President



# Year 1: CFES



WRITTEN REPORT TO DEAN THAT HIGHLIGHTS  
FIRST YEAR AND REFLECTS PLAN OF WORK:  
**INSTRUCTION, CREATIVE/SCHOLARLY  
RESEARCH, AND SERVICE**



HIGHLY RECOMMENDED TO MEET WITH THE  
DEAN OR IMMEDIATE SUPERVISOR TO  
MAXIMIZE FEEDBACK AND ADVICE

## Month 18: Comprehensive Plan

What is your  
plan to achieve  
promotion and  
tenure?

Detailed plan for each  
endeavor: Instruction,  
Creative/Scholarly  
Research, and Service.

Whatever the primary  
endeavor, it is important  
to articulate plans  
clearly and thoughtfully.

# Early in 3<sup>rd</sup> semester: Unit Presentation



Division or research lab level



Coordinate with division chair for presentation



Prepare and present accomplishments and plans



Opportunity to maximize peer feedback and advice

## Unit AAC Review and Recommendation

- College/School level review. AAC made up of representatives from different academic programs within the academic unit



# Two Final Reviews

Supervisor  
Dean/Director Review

Executive Review:  
Senior Vice President  
and Provost & President



# Support and Professional Development



Mentor



University Workshops via  
the Faculty Development  
Center



College/School level  
professional development  
opportunities

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