




OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

MEMORANDUM

TO: Deans
Associate Deans
Directors

FROM: Dr. Anita Borja Enriquez, Senior Vice President and Provost 
[Anita Borja Enriquez \(Sep 30, 2022 14:15 GMT+10\)](#)

SUBJECT: *Reappointment Procedures*

DATE: October 30, 2022

Buenas and hafa adai.

Thank you to the Deans' Council for raising the issue with the 2021 reappointment procedures. Concerns with the 2021 version of the reappointment procedures were raised by program faculty, the faculty union, and deans. The request was to revert to the pre-2021 reappointment procedures with a couple of additional requirements: 1) Submit a 5-year plan to help achieve tenure; and 2) Presentation at the division level. Note that the deans proposed the presentation as optional; however, we will move forward with the presentation as a requirement.

As such, this memorandum serves as notice that the 2021 Reappointment Procedures is null and void and the revised Reappointment procedures from pre-2021 with additions shall remain in force until revised and announced by the Senior Vice President & Provost.

Please review the attached document and provide feedback for any edits.

Thank you.

A. TIMEFRAME FOR REAPPOINTMENT REVIEW

Requests for reappointment shall be made to the appropriate supervising administrator. The appropriate administrator may remind faculty members of the need to apply for reappointment, but the ultimate responsibility for requesting reappointment rests with the faculty member. Normally, faculty reappointment evaluations should be completed in the fourth consecutive semester of service. Extensions of time may be approved upon request of the dean/director if a compelling need is justified in writing.

1. Faculty members hired during the Fall semester on three-year tenure-track contractual appointments, must request reappointment by January 30 of the fourth consecutive semester of their contract period.
2. Faculty members hired during the Spring semester on three-year tenure-track contractual appointments, must request reappointment by August 30 of the fourth consecutive semester of their contract period.
3. Faculty members hired outside the regular semesters will follow the timelines of the following regular semester.

Faculty members who do not request reappointment within the timelines listed in this section will not be assured of a response according to the timelines below. The University reserves the right to not consider any reappointment requests made after the timelines listed in this section.

Faculty members who do not request reappointment will complete their contracts according to the end date on their UG-I. Faculty members who request reappointment following the timelines above will be considered using the procedures below. Faculty members who request reappointment after the January 30th or August 30th deadline are not automatically reviewed but may be considered at the discretion of the Senior Vice President after consultation with the Dean/Director.

B. CRITERIA FOR THE REVIEW

Criteria for faculty reappointment shall be those listed in the Board-approved Comprehensive Faculty Evaluation System (CFES), availability of funds, and programmatic and institutional needs. Faculty members are responsible for developing a faculty evaluation packet of evidence supporting their endeavors based on the Board approved Faculty evaluation system and their individual approved CFES plans. All three endeavors as approved by the dean/director in the CFES plan will be evaluated. The various professional commitments and collegiality requirements contained in the RRPM (2000) also form part of the evaluation.

C. REQUEST FOR REAPPOINTMENT REVIEW

A faculty member will request reappointment by sending a memo to the dean/director containing a request for such a review. The memo must be received by the dean/director's office on or before the deadlines in section A above.

D. FORMATION OF AN AD HOC REAPPOINTMENT COMMITTEE

An ad hoc reappointment committee shall be formed consisting of three (3) full-time tenured faculty members, at least one (1) of whom must be from the faculty member's program or Division/Other Assigned Area (in the event the faculty member is not a member of a program faculty), and the committee shall be constituted as follows:

1. Upon direction from the appropriate Administrator, the Faculty member's Division/Other Assigned Area will elect one (1) member from the Division/Other Assigned Area, and the faculty member to be reviewed will name one (1) member from the faculty member's program, Division or Other Assigned Area. Those two (2) committee members shall name a third member who shall serve as committee chair.
2. If the two committee members are unable or unwilling to select a third member within ten (10) business days from when the Administrator directed the committee to be formed, then the appropriate Administrator shall appoint the third member.
3. Ad hoc reappointment review committee members must be full-time Faculty members and must be tenured at the University of Guam.

If the Program or Other Assigned Area does not have any Faculty members who meet the criteria listed in D.3, then a member who does meet the criteria may be chosen from the next largest organizational structure.

The ad hoc reappointment committee shall be accountable to the appropriate Administrator for following procedures and ensuring Faculty rights while undergoing reappointment review. The final report will include a recommendation, based on the evaluation and programmatic needs.

E. CONTENTS OF THE REAPPOINTMENT REVIEW PACKET

The reappointment review packet shall include at least the following items: a copy of the current vita of the faculty member; a copy of the approved CFES plan for the first year and the report submitted to the dean/director; a copy of any administrator evaluative memos concerning performance; all student evaluation results for any classes conducted; the applicant shall submit a five-year plan for achieving tenure; and the applicant will make a brief 10-15-minute presentation to the Division/Other Assigned Area.

F. ADMINISTRATIVE PROCEDURES FOR REAPPOINTMENT EVALUATION

1. The appropriate Administrator shall attach his or her written evaluation and recommendations to the ad hoc reappointment committee's final report, and forward the recommendation, the report, and the evaluation package to the Senior Vice President for Academic and Student Affairs. The Senior Vice President for Academic and Student Affairs shall then review the documents send her recommendation and the packet, report, and dean/director's letter to the President for final action by the President.
2. In the Research Centers or Other Assigned Areas as defined by the 2018 Agreement the Director will be the first Administrator to handle the written review. He or she will forward his or her written evaluation and recommendations and the evaluation packet to the Assistant Vice President or the appropriate administrator, after which the process will continue as described above.

G. PROCESS FOR REAPPOINTMENT REVIEW

1. For August hires request to be reappointed by January 30 of your 4th consecutive semester and for January hires request to be reappointed by August 30 of your 4th consecutive semester.
2. At or before that time the Division Chair calls for a vote to elect one Division representative; while the applicant selects one representative; those 2 select a third

member who becomes the Chair of the Reappointment committee; all members must be tenured.

3. At that time the applicant must submit their evidence supporting their reappointment to the Reappointment Committee and the Division Chair.
4. In the next month (February or September) the applicant will make a 10-15-minute presentation of their 5-year plan to achieve tenure to their division.
5. The Reappointment committee shall submit to the dean/director their recommendation report on or before March 25 or October 25 depending on the applicant's date of hire.
6. The dean/director shall submit their recommendation report to the provost on or before April 3rd or November 3rd depending on the applicant's date of hire.
7. The provost shall submit their recommendation report to the president on or before May 1 or December 1 depending on the applicant's date of hire.
8. The President shall inform the applicant of their final decision on or before the end of the applicant's fourth consecutive semester.

The ad hoc reappointment committee shall make a recommendation and forward the evaluation packet to the appropriate Administrator at least thirty (30) business days prior to the following decision deadlines:

1. Faculty members seeking reappointment whose initial appointment commenced during Fall Semester, shall normally be notified of their employment status on or before the last day of their fourth consecutive semester.
2. Faculty members seeking reappointment whose initial appointment commenced during Spring Semester, shall normally be notified of their employment status on or before the last day of their fourth consecutive semester.
3. Other faculty members hired outside the regular semester will normally be notified twelve (12) months before the end of their initial contract period.

The Senior Vice President for Academic and Student Affairs, in consultation with the appropriate Administrator, shall determine if reappointment should be recommended and shall so advise the President. The President makes the final decision on reappointment.

Absent extraordinary circumstances, if the faculty member requests reappointment following the timelines above, the faculty member will be informed of the Administration's decision, to reappoint or not, at least twelve (12) months prior to the expiration of the faculty member's initial employment contract.

Failure by the University to notify Faculty members whether or not their employment is to be continued does not constitute automatic reappointment. If there is no action taken or a faculty member does not request reappointment, then the contract simply expires, and no further notice is given.

The decision to not reappoint the faculty member is not an adverse action as defined in Article X of the 2018 BOR/Faculty Union Agreement and therefore the provisions of Article X shall not apply.

Violation of the Administration's procedures for reappointment, failure to reappoint and failure to inform the faculty member of the decision not to reappoint within twelve (12) months prior to the expiration of the initial employment contract are not grievable and Article IX of the 2018 BOR/Faculty Union Agreement shall not apply to these cases.

H. FACULTY RIGHTS WHILE UNDERGONG REAPPOINTMENT REVIEW

In the course of this review, the faculty member shall have the following rights:

1. The right to have advance notice of at least five (5) business days before the convening of any meeting by the ad hoc reappointment committee.
2. The right to be evaluated only on substantiated information.
3. The right to have the ad hoc reappointment committee consider only materials that by their content honor the University's legal and moral commitment to non-discrimination
3. The right to have access to all evidence that the ad hoc reappointment committee may consider in fulfilling its mandate.
4. The right to have the ad hoc reappointment committee vote by secret ballot.
6. The right to be given the opportunity to review and comment, in writing, on the ad hoc reappointment committee's final completed report, and to attach the written comments to the committee's final completed report before it is forwarded to the next administrative level.
7. The right to be given the opportunity, at each administrative level, to review and comment, in writing, on the relevant Administrator's final completed report, and to forward the written comments to the next administrative level.

L. FACULTY COMMENTS ON THE AD Hoc REAPPOINTMENT COMMITTEE'S FINAL REPORT

1. The ad hoc reappointment committee shall give a copy of its preliminary draft report to the faculty member. If the Faculty member wishes to discuss the report with the committee, he or she may request to do so, and the committee shall honor the request. After meeting with the faculty member, the committee may alter the report if it feels such a change is appropriate.
2. If the Faculty member disputes the committee's final report, he or she may do so, in writing, and attach the comments to the report. The faculty member's written response shall then become an attachment to the committee's report.

IMPLEMENTATION

This procedure is effective for Faculty hired for Academic Year 2021-22 and in each Academic Year thereafter until reissued by the Senior Vice President and Provost.

Faculty Reappointment Request Transmittal Form

TO: President

VIA: Senior Vice President and Provost

FROM: Dean/Director

DATE: (insert date)

Reappointment Recommendation: (faculty name) _____

Please attach the following:

1. The recommendation letter from the Dean/Director.
2. The recommendation report from the Ad Hoc Reappointment Committee
3. The Reappointment Review Packet, consisting of at least the following:
 - a. The faculty member's current resume or curriculum vita;
 - b. Copy of the approved CFES plan for year 1 of employment (and, if possible, year 2 plan);
 - c. The annual increment evaluation letter(s) from the Dean/Director;
 - d. The CFES report prepared by the faculty member and given to the Dean/Director for the increment evaluation(s);
 - e. Copies of all student evaluations;
 - f. Include a 5-year plan to achieve tenure; and
 - g. Any further evidence pertaining to each of the three chosen endeavors and reviewed by the committee.







SVPP MEMO - REAPPOINTMENT MEMO TO DEANS

Final Audit Report

2022-09-30

Created:	2022-09-30
By:	June Calvo (jcalvo@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAu-s1Gzb9YoFGShVmWsH8k0KU6s8TKX5S

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2022-09-30 - 4:03:44 AM GMT- IP address: 168.123.224.186
-  Document emailed to abe@triton.uog.edu for signature
2022-09-30 - 4:04:33 AM GMT
-  Email viewed by abe@triton.uog.edu
2022-09-30 - 4:04:37 AM GMT- IP address: 40.94.26.254
-  Signer abe@triton.uog.edu entered name at signing as Anita Borja Enriquez
2022-09-30 - 4:15:05 AM GMT- IP address: 168.123.224.245
-  Document e-signed by Anita Borja Enriquez (abe@triton.uog.edu)
Signature Date: 2022-09-30 - 4:15:06 AM GMT - Time Source: server- IP address: 168.123.224.245
-  Agreement completed.
2022-09-30 - 4:15:06 AM GMT