

# Reappointment Procedures for Contract Faculty and Researchers

**Step 1:** Identify the individuals whose contracts expire.

- This is the responsibility of the Associate Dean, Academic Personnel (ADAP), who maintains a spreadsheet of contract faculty and researchers by category, rank, and contract dates. This includes Professors of all types and ranks outside the tenure structure, Lecturers of all ranks, and Scientists and Fellows of all ranks.
- There are separate and more extensive procedures for Assistant Professors on the tenure track whose initial contracts are expiring. These procedures are detailed in the Faculty Handbook and not covered here.
- At the start of each academic year the ADAP makes a list of those whose contracts expire at the end of the academic year and begins the reappointment process. Appointment letters with terms and dates can be found in PR1s in the Heller folder on the Server.

Documentation associated with this step include:  
Brandeis Faculty Handbook

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**Step 2:** Review distinct criteria and procedures for each category.

- The Heller contract review and renewal procedure is essentially the same for all the titles and ranks in the non-tenured faculty and researcher categories, but the expectations of each position and criteria for review are distinct and specified in University and Heller documents. In practice Heller expands the range of work for some categories (e.g., many researchers also have teaching appointments), so the expectations in contract letters of each individual are the guiding factors in reviews.

- Professors: Reappointment of Professors outside the tenure track is guided by the Faculty Handbook (Revised January 23, 2013– page 22):

“Reappointment to the rank of assistant research professor, associate research professor, research professor, associate professor of the practice (after the successful completion of a review committee) or professor of the practice, or to the ranks of assistant professor, associate professor, or professor outside the tenure structure, will include a review of the candidate's teaching, scholarship (research and/or creative work), as relevant to the position; the educational and service needs of the academic unit; and university needs. Reappointments are made according to a process governed by the Contract Faculty Guidelines, approved by the Committee on Faculty Rights and Responsibilities. Reappointment will be for a term defined by the appropriate Academic Dean, but not greater than seven years.”

- Lecturers: Reappointment of Lecturers is guided by the Faculty Handbook (Revised January 23, 2013– page 21):

“Reappointments to the rank of Instructor, Lecturer, Senior Lecturer, visiting faculty, or with in-residence or adjunct status, are made according to a process governed by Contract Faculty Guidelines, approved by the Committee on Faculty Rights and Responsibilities. (i) Criteria for reappointment will include consideration of the candidate's teaching, scholarship and/or creative work, as relevant to the position; the educational and service needs of the academic unit; and university needs. (ii) Every candidate must be evaluated by the relevant academic unit in a letter to the appropriate Academic Dean, signed by the chair of the academic unit, or equivalent. The Dean reviews the reappointment recommendation and decides whether to reappoint the candidate.”

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- Scientists and Fellows: Reappointment of Scientists and Fellows is guided by the Heller Policy for the Appointment of Distinguished Scientists, Senior Scientists, Distinguished Fellows, and Senior Fellows:

“A review will take place at least six months before the expiration of the appointment; appointees will be apprised of the outcome of the review. The review is conducted by a committee of three (either ad hoc or standing) appointed by the Dean (or his/her delegated representative), primarily drawn from the Division in which the individual holds an appointment. The review committee is advisory to the Dean. The decision for reappointment is made by the Dean upon review of the written recommendation of the review committee, and must take into account Heller School needs, planning and goals. Reappointment to these positions will only be considered if the individual is currently supported from sponsored program funding and is likely to be funded in the future. Reappointment may be for no more than five years.”

Documentation associated with this step include:

Faculty Handbook

**HELLER POLICY FOR APPOINTMENT OF SR. SCIENTISTS & FELLOWS 4\_4\_14**

Document on Heller Policies and Procedures Website

<https://www.brandeis.edu/heller/heller/heller-policies/policies/faculty.html>

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## **Step 3:** Review terms for each contract

At the Heller School, Lecturers, Professors outside the tenure structure, and Scientists and Fellows receive contracts at the time of new hire, promotions, or periodic renewal of their contracts. These contract letters generally include information on:

- Title (including official appointment (e.g. Assistant Professor (outside the tenure structure) and programmatic (e.g. Director of the Ph.D. Program))
- Length of contract
- Full or part-time status
- Expectations about obtaining outside funding through grants or contracts
- Teaching and advising expectations and compensation
- University support for other activities including administrative responsibilities

The (ADAP) communicates with Institute or Center Director(s) and/or Degree Program Directors (as applicable) about each researcher or faculty member in their Institute/Center/Program whose contract is due to expire at the end of the academic year informing them of the terms of the current contract and asking for input about the candidate's performance and any suggested changes in the contract terms.

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## **Step 4:** Obtain Renewal Information from Candidate and other Sources

The ADAP sends a memo to each faculty member or researcher whose contract is due to be renewed requesting information, including:

- a. Updated CV
  - b. List of courses taught during the term of the current contract (if applicable)
  - c. Syllabi for courses taught during the term of the current contract (if applicable)
  - d. Personal statement covering the following topics as relevant (no more than 2 pages):
    - i. Teaching and advising
    - ii. Research, including grants/contracts
    - iii. Scholarship - summary of reports, publications, presentations, etc. with reference to CV
    - iv. Program administration
    - v. Other service to School and/or University
    - vi. Other relevant professional activity, e.g., outside roles and public engagement
    - vii. Professional goals for new contract period
  - e. Copies of recent publications.
- If applicable, the ADAP obtains copies of course evaluations for the last two years.

Documentation associated with this step include:

**RENEWAL MEMO SHELL** (Renewal Memo Shell.doc)

Document on Heller Policies and Procedures Website

<https://www.brandeis.edu/heller/heller/heller-policies/policies/faculty.html>

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## **Step 5:** Establish Review Committee(s)

The Heller Dean and ADAP establish committee(s) of two members (composed of faculty members from the Professor ranks and/or researchers from the Scientist and/or Fellow ranks) to review peers whose contracts are due to be renewed. To choose members of committees, as a rule, researchers cannot review faculty, and lecturers cannot review researchers. Professors can review both lecturers and researchers, but only Professors can review other Professors. Committee members will be at equivalent or more senior ranks than the individual(s) being reviewed. Rank equivalents are as follows:

- Assistant Professor, Lecturer, Scientist, Fellow
- Associate Professor, Senior Scientist, Senior Fellow, Senior Lecturer
- Professor, Distinguished Scientist, Distinguished Fellow

Ideally at least one committee members will be drawn from the candidate's Division. Generally a committee will review no more than three peers. For each researcher being reviewed, the ADAP appoints a chair for the review.

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## **Step 6:** Share Materials with Review Committee(s)

As the materials from the candidates are received, the ADAP shares materials with the committee members for review. The ADAP explains their charge, i.e. to review materials and to be ready to comment on productivity during the current contract period in terms of teaching and advising, research, grantsmanship, scholarship, public engagement, and service (as relevant). Each of these activities may be given different weights based on each individual's role and rank. The ADAP will share course evaluations (if applicable) and feedback on performance and contract terms from Institute/Center/Program Director(s).

The ADAP asks the chair for each individual to draft a short (1-2 pages) summary report organized by the review categories and including a recommendation at the end regarding renewal of the contract, length of contract and, if appropriate, things for the candidate to focus on in the future.

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## **Step 7:** Convene Review Committee(s)

Once members have had time to review the materials and chairs have had time to draft the summary reports, the ADAP shares the drafts with the committee and convenes the committee to discuss candidates. Chairs present their reports on each individual, and suggestions for changes in reports are discussed and agreed.



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## **Step 8:** Convey Report to the Dean

Chairs revise their summary reports as needed and submit them to the ADAP. The ADAP may or may not edit the reports for uniformity in style and organization. The ADAP shares final drafts with the committee for approval. The ADAP conveys approved reports and recommendations to the Dean, and the Dean and ADAP meet to decide on suggested terms for the contract.

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## **Step 9:** Draft Contract Renewal Letter

The ADAP drafts the contract renewal letter and elicits feedback on draft letter from the Heller Chief Administrative Officer and the Director(s) of relevant Degree Program(s) and/or Institute(s)/Center(s) in which the candidate works. The ADAP makes changes in the letter as recommended if appropriate and conveys the letter to the Dean for signature. The Dean signs and transmits the final contract letter to the faculty member/researcher, with copies to Center/Institute Director, Educational Program Director(s), Heller Chief Administrative Officer, and the Provost.

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## **Step 10:** Candidate Signs and Returns Contract Renewal Letter

Contract letters have a signature section asking the candidate to sign and return the letter to the Dean. The Dean's office tracks the return of the signed letters and adds them to the file. The candidate may ask for explanations or changes to the appointment letter. If this is the case the Dean, ADAP, and appropriate Center/Institute/Program Director(s) try to work with the candidate to find mutually agreeable terms.