

4.06 Reappointment for Tenure Track Faculty

A. Overview

The reappointment process is a review of a tenure-track faculty member's annual progress toward meeting departmental criteria for tenure and promotion during the probationary period (See Section 4.07A.3). This process is a significant part of the basis of a tenure-track faculty member's annual contract renewal. Reappointment recommendations are made at the department and/or college level and are forwarded to the Provost. Tenure review occurs no later than the final year of a faculty member's probationary period. A decision not to reappoint a faculty member may be made for any reason that is not an impermissible reason.

B. Application and Review Process

Each faculty member submits a reappointment dossier to the department head, which is a cumulative record documenting progress toward tenure. The dossiers for reappointment and tenure have a similar format but a different review process.

1. The Provost, in consultation with the Collegial Review Council, will provide instructions for the preparation of dossiers in April for the next TPR cycle.
2. The reappointment dossier is reviewed by the department collegial review committee. The department collegial review committee meets to vote on reappointment within the time frame established by the Annual TPR Calendar issued by the Provost, said time frame not to exceed 15 working days following the submission deadline. In accordance with the established procedures of each college, department heads submit recommendations directly to the dean or to the college collegial review committee. The recommendations then go to the Provost for final decisions.
3. The candidate is informed in writing of the recommendation decisions and the vote count at each level of review within 5 working days following the vote at each level.
4. Dossier submission deadlines

At the beginning of each academic year, the Provost distributes a collegial review calendar. Timely notice of a decision not to reappoint depends on candidate's unbroken length of service at Western Carolina University in the same class of appointment. Therefore, deadlines for submission of a reappointment dossier vary according to the date of initial appointment. Important dates relating to the probationary period for reappointment purposes will be included in the hiring contract.

Deadlines for submission are as follows:

- In the 1st year of the probationary period, the deadline for the submission of the dossier is the 10th working day of January.
- In the 2nd year of the probationary period, the deadline for submission of the dossier is the 1st working day of October.
- In the 3rd-5th year of the probationary period, the deadline for the submission of dossier is the 10th working day of November.

Those faculty who change from a fixed-term appointment to a tenure-track appointment, however, should contact the Provost's office to find out the submission deadline for their reappointment dossier.

C. Other Reappointment Considerations

1. Decisions are based on the departmental criteria in effect during the year being reported. If departmental criteria have changed from the previous year, faculty members should refer to 4.04D8 for requesting special consideration.
 2. Faculty members who choose to appeal negative reappointment decisions must meet the deadlines described in the section on hearings (See section 4.10)
 3. A faculty member who asserts that the procedures followed to reach the non-reappointment decision materially deviated from the prescribed procedures such that doubt is cast on the decision not to reappoint may appeal from that decision to the Faculty Hearing Committee.
 4. According to the *Code of the University of North Carolina* (604B): "In no event shall a decision not to reappoint a faculty member be based upon (a) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (b) the faculty member's race, color, sex, religion, creed, national origin, age, disability, veteran's status, or other forms of discrimination prohibited under policies adopted by the Board of Trustees, or (c) personal malice." For purposes of this section, the term "personal malice" means dislike, animosity, ill-will, or hatred based on personal characteristics, traits or circumstances of an individual. See [UNC Policy 101.3.1 II.B.](#) for details.
- * The term "working days" as used in Section 4.00 means any day (excluding Saturdays and Sundays) on the undergraduate Academic Calendar that classes are scheduled to be in session during the faculty member's contracted employment term, not including summer sessions.