

**Information for 2020-21 Laboratory Instructor Reappointment
Candidates and Chairs**

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Subject: Laboratory Instructor
Reappointment Review

Date: May 19, 2020

To: Reappointment Candidates

From: Michael Thurston
Provost and Dean of the Faculty

Since you will be considered for reappointment in 2020-21, I am enclosing for your information a copy of the guidelines and deadlines for reappointment that have been sent to your department or program chair. The review committee's recommendation on your reappointment must be communicated to you and to my office by May 1, 2021.

In October you will be invited to attend a meeting with me, Bill Peterson, Associate Provost, Hayley Spizz, Faculty Policies Administrator, and the other candidates for reappointment to discuss the process.

In the meantime, you may wish to meet soon with your department or program chair to discuss the schedule for your reappointment review. One aspect of that discussion should be the topic of classroom visitations (see sections 4 and 5 of the enclosure). You should provide your chair with a current CV and list of materials to be reviewed.

Please also review section VI.D.3 of the *Policy for Appointment, Reappointment, Promotion and Tenure* for the more general provisions on reappointment.

Candidates will submit their dossier materials electronically through Interfolio, a web-based platform that streamlines review processes. Links to user guides and account access are available online (<https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>).

I hope that this information will be useful to you in preparing your dossier and that you and your chair will consult in a timely fashion about the specific procedures to be followed in your case. Please do not hesitate to call on me, Bill Peterson, or Hayley Spizz if we can be of assistance.

MTT/hs

Enclosures

cc: Department/Program Chair
Faculty File

Subject: Laboratory Instructor Reappointment Review Date: May 19, 2020

To: Department and Program Chairs

From: Michael Thurston
Provost and Dean of the Faculty

I am writing to you in your capacity as department or program chair regarding the 2020-21 laboratory instructor reappointment review(s) in your department/program. Faculty reappointment reviews are one of the most important responsibilities of department and program chairs. The following summary outlines specific procedures and requirements, including those specified in the *Policy of Appointment, Reappointment, Promotion and Tenure* that chairs, senior colleagues, and departments/programs must follow, with the aim of maintaining consistency across the college and providing useful information to the provost. I have also included a summary of deadline information.

We appreciate the thoughtfulness you and your colleagues bring to this process and the effort you commit to ensuring consistency in our procedures for evaluation. The Smith faculty community has a compelling interest in departmental/program reappointment processes that are as fair, open, and consistent as we can make them.

MTT/hs

cc: Candidates for Reappointment

Summary of Chair Responsibilities for Laboratory Instructor Reappointment Reviews

1. Reauthorization of the position. If the department seeks reauthorization of the laboratory instructor position, the chair is responsible for submitting a request no later than **November 15, 2020**. The request should be 1 page and include a justification for the position reauthorization. Departments will receive notification of whether the position has been reauthorized by **February 1, 2021**.
2. Reappointment to the position. If the position is reauthorized, the department may either recommend the reappointment of the incumbent or propose a public search for a new appointee. Reappointment recommendations shall be supported by a formal review of the incumbent's performance in accordance with the *Policy of Appointment, Reappointment, Promotion, and Tenure*, section VI.D.3.
3. Voting Members. Reappointment of laboratory instructors is voted on by the tenured and tenure-track faculty, senior lecturers, and senior laboratory instructors. All members of the department eligible to vote on a recommendation for laboratory instructor reappointment are encouraged to participate, including those on leave or sabbatical.
4. Communication. The chair is responsible for contacting the candidate early in the academic year of the departmental consideration and no later than **November 1, 2020**:
 - a. to discuss departmental procedure for the review;
 - b. to discuss classroom visits and to work out a mutually acceptable time-table for these;
 - c. to discuss the candidate's dossier materials, which are due **February 1, 2021**.
5. Classroom visits. Please pay special attention to the scheduling of classroom visits, which may include courses during fall 2020 or spring 2021. Dates of each visit should be worked out between the candidate and the visitors *well in advance*, and care should be taken that *at least two* voting members visit any single class-session. Such visits should serve both an evaluative and an advisory function. Departments may wish to form a class visitation committee comprised of a sub-set of the eligible voting members. Each senior member who observes the teaching of a candidate provides the candidate with specific feedback and suggestions in writing. The candidate may respond to the feedback in writing.
6. Letter of recommendation. Following the departmental evaluation, the chair is responsible for conveying to the provost a letter of recommendation by **May 1, 2021**, which contains the following:
 - a. A statement of the number of qualified department members voting in favor of, and against, reappointment and the range of views regarding the preferred duration of appointment, as well as the names of the voting members.
 - b. A description of the procedures followed, including those related to class visits and the construction of the candidate's file.
 - c. An evaluation of the candidate's performance in the area of teaching, and when appropriate, service, including the range of views—both positive and negative—expressed by the voting members. Departments are encouraged to be candid in their evaluation, for the benefit of the candidate, the department, and the college.

The chair is asked to submit a draft version of the letter of recommendation to the provost by **April 15, 2021** for review and feedback. The provost is interested in ensuring that the department's expectations are communicated clearly.

7. Submission procedures. The chair is to submit the position reauthorization request by email to Hayley Spizz (hspizz@smith.edu), and the letter of recommendation and a completed H7 form through Interfolio.
8. Candidate copy. A copy of the chair's letter of recommendation is to be sent to the candidate by **May 1, 2021**.

Deadline Information for 2020-21 Core Lecturer Reappointment Candidates and Chairs

All materials are to be submitted through Interfolio, unless otherwise indicated.

Date (no later than)	Candidate Deadlines	Chair Deadlines
November 1, 2020		Meet with Candidate Date by which chairs are expected to meet with reappointment candidates regarding the upcoming review.
November 15, 2020		Position Reauthorization Request Due Submit request that includes a justification for the position reauthorization.
February 1, 2021	Dossier Materials Due Submit dossier materials.	Position Reauthorization Notification Receive notification of whether the position has been reauthorized.
April 15, 2021		Draft Departmental Recommendation Due Submit draft version of letter of recommendation to provost for review.
May 1, 2021		Departmental Recommendation and H5 Form Due <ul style="list-style-type: none"> • <i>Departmental recommendation</i>: Submit letter that records the unit's recommendation and the vote taken in the meeting, and summarizes the reasons offered by the members of the unit for their votes. Provide candidate with a copy of the letter. • <i>H5 Form</i>: Submit a completed Departmental Procedures Record, H5 form.
June 1, 2021	Outcome Notification Receive notification of outcome.	Outcome Notification Receive notification of outcome.

Guidelines, forms, and additional information are available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>

Tenure and Promotion Curriculum Vitae Guidelines

In order to be provided with complete and consistent information, the Committee on Tenure and Promotion recommends the following curriculum vitae guidelines for tenure and promotion candidates. Please follow this order and list the information in reverse chronological order in each category.

Category	Notes
Name	
Address and Telephone Number	Home and campus
Degrees	Include date, place, and dissertation topic/major
Awards and Honors	Include name and date
Employment History	Include dates
Grants Received	Include date and duration
Publications	<ul style="list-style-type: none"> • In shared or multiple authorship, specify authorship in terms defined in personal statement. • List names as they appear in the publication. • Indicate whether peer-reviewed. • Use the following sub-headings: <ul style="list-style-type: none"> ○ <i>Published</i>: books; articles; edited volumes; introductions to books; chapters in books; abstracts; book reviews; review articles or essay ○ <i>Forthcoming</i>: works in press (name of press, anticipated schedule; include relevant correspondence in dossier); list in order indicated in published sub-heading above
Works in Progress	Include works submitted, but not yet accepted, and works not yet submitted; list in order indicated in published sub-heading above
Concerts, Performances, and Exhibitions	Indicate whether peer-reviewed, juried, curated, etc. (appropriate form that peer review takes for discipline).
Scholarly Lectures and Other Professional Presentations	Include date, title, place, and occasion.
Other Professional Activities	For example, editorial boards, review of manuscripts and grant proposals, dissertation committees, etc.
Professional Memberships	
College or Department Committee and other College Service	Including liberal arts advising, major/minor advising, departmental committees and responsibilities (dates served), college committees (dates served), Five College service, lectures for Alumnae Association, etc.

1/15/2020