

**RECOMMENDED PRACTICES FOR REAPPOINTMENT OF
FULL-TIME FACULTY AT THE INSTRUCTOR RANK**

A non-tenure-track Instructor must present evidence of capable instructional performance or professional effectiveness to be eligible for reappointment. Minimum documentation should include the following:

1. Class Performance or Professional Effectiveness. For teaching faculty, the department chair or a designated tenured faculty member may observe one or more traditional class sessions per year taught by the applicant and/or observe and evaluate an online course and complete an evaluation report. This report is initially utilized for constructive feedback regarding the Instructor's teaching methodology with any recommendations from the chair or tenured faculty member. Upon application for reappointment, the report is to be included with any necessary follow-up or initiated changes if applicable. For non-teaching faculty the most recent faculty performance report should be submitted with the reappointment application.
2. Course Evaluation. Teaching faculty should also submit course evaluations with reappointment application.
3. Evidence of Service. This may include improving the quality of instructional programs in his/her academic area, mentoring/advising, completing and/or presenting continuing educational activities/programs, professional development, creative effort, leadership, and grants. This also includes any documentation of activities appropriate to the applicant's area and expertise and activities which has brought credit or advancement to the university (UNA) and/or community.
4. Goals. Submitted goals for the Instructor may reflect any of the above activities and relate to the following year(s). Goals must be clear, concise, and reflect positively on the Instructor, his/her respective department, and coordinate with the overall institutional goals at UNA.

The Instructor has the option to submit additional evidence of pedagogical effectiveness, e.g. relevant teaching and/or professional certifications, professional development credits relating to the field of instruction, etc. Evidence of relevant academic research is not required but may also be included.

This evidence must be submitted annually (in March) to the department chair during the first three years of employment as a non-tenure track Instructor. After three consecutive years of reappointment, the department chair may elect to continue this process annually, bi-annually, or tri-annually. However, an updated curriculum vita must be submitted annually. Submission of all required documentation does not guarantee reappointment, nor does the decision of the department chair to conduct a full review either bi-annually or tri-annually imply continued employment.