



OAA Process for TERM Faculty Re-Appointments

The following documents are routed for review and approval by the Dean/Director and the Provost.

1. Approval to Re-Appoint Faculty - See Model Memo Template on website. Must be signed by the Dean or Director.

Include the following information:

- Workload type (tripartite, bipartite academic, bipartite vocational)
 - Rank
 - Discipline
 - Length of appointment
 - Dates of appointment
 - PCN
 - Salary & confirm budget availability
2. Draft Appointment Letter – use template appropriate for union
 3. Draft Workload – use template appropriate for union
 4. Faculty Evaluation – use Term evaluation form on yellow paper
 5. Updated CV

Signatures:

Appointment Letter: Dean

Workload: Faculty/Chair/Director/Dean

Document Storage:

Appointment Letter: Original to Office of Academic Affairs

Copies to HR Personnel File

Workload: Original to Office of Academic Affairs