Costello College of Business
Reappointment Process

Single Year Appointments

Term faculty on single-year contracts will be evaluated for reappointment annually.

Term faculty are evaluated according to the criteria in Section 2.4 of the faculty handbook and the procedures in Section 2.5. Criteria for reappointment will focus on demonstrated performance in those areas designated in the initial and any subsequent contract letters. The Costello College of Business term instructional faculty all have a focus area of teaching.

The area chair makes a recommendation to the Dean based on achievement rather than potential in the areas of responsibility. Based on that recommendation and programmatic needs, the Dean will make the decision to reappoint, usually no later than 3 months prior to the last day of the initial contract, or usually no later than 5 months prior to the last day of the term of subsequent contracts.

Multi-year Appointments

After three single-year appointments, term faculty are eligible for multi-year appointments per the faculty handbook. Term faculty on multi-year contracts will be evaluated for reappointment in the final year of their contract appointment. Term faculty being evaluated for multi-year reappointments are evaluated according to the criteria in Section 2.4 and the procedures in Section 2.5 of the Faculty Handbook. Criteria for reappointment will focus on demonstrated performance in those areas designated in the initial and any subsequent contract letters. The Costello College of Business term instructional faculty all have a focus area of teaching. Contract lengths for multi-year appointments and reappointments are recommended by the Dean's office to the Provost.

The Provost's office provides a schedule and a list of required documents which align with the Faculty Handbook. The dossier is managed through Interfolio. The Dean's Office provides a schedule for the Costello College of Business, posted on the document library.

1. The Dean's office will provide to each area chair a list of faculty in their area that are eligible for either a multi-year contract renewal or their first multi-year contract.
2. Area Chairs will then reach out to the eligible faculty informing them of their eligibility. The Chair is responsible for finding out which faculty are interested in proceeding in their respective process. The chair submits a full list of interested faculty to the Dean's office of faculty, who will then proceed with to create casebooks in Interfolio for each multi-year case.

3. Faculty Member uploads required materials to their Interfolio casebook. Required materials include:
    - Candidate's employment chronology, particularly at GMU, to include date of hire, date of initial appointment to a term faculty position, and ensuing additional appointments.
    - Candidate's vita, including clear representation of all position responsibilities.
    - Candidate's professional statement (generally not to exceed 4 pages). The candidate's statement should reflect their work and accomplishments in the primary area of focus (i.e., teaching, research, or clinical); work and accomplishments in other focus areas may be noted. The candidate's professional statement should also include commentary on additional leadership, administrative and service activities.
4. Before the casebooks are moved forward to Area Chair review, the Dean's Office adds candidate's annual evaluations (including FARS and additional SET data) to each Interfolio casebook. For first-time multiyear appointment candidates, or three-year reappointments, the three most recent annual evaluations will be added. For five-year reappointments, the five most recent annual evaluations will be added. For faculty with unique circumstances, more evaluations may be added to the candidate's casebook.
5. The Area Chair recommendation is sent to the Dean's Office. The Area Chair recommendation should include commentary on candidate's areas of strength and areas of improvement. If there are no identified improvement areas for the candidate, then recommendations for candidate's continued professional growth should be provided. The memo template is shown below. The chair should recommend for or against a multiyear appointment for the faculty member.
6. The Dean's Office uploads the Area Chair recommendation to the faculty's Interfolio casebook. The Dean reviews the recommendation materials and makes a final recommendation decision. If the Dean does not agree with the area chair recommendation, justification should be provided. The Dean's Office then uploads the Dean's recommendation to the faculty's Interfolio casebook and submits to the Provost's office.
7. The Provost's office will act on the recommendation for multi-year reappointment. The Term Faculty member will be notified in writing of the decision. For non-renewals, a verbal communication of this decision followed by a written confirmation of the discussion to the term faculty member and submission of a copy to the Office of the Provost should be made.

Memo Template:

The area chair is asked to write a memo to the Dean providing the following information. The area chair makes a recommendation on a multi-year appointment or multi-year reappointment. However, the Dean determines the length of the appointment recommended to the Provost. The comments have a total limit of 8000 characters.

Summary of Teaching and Student Development and Areas of Strength (limit to one to two paragraphs)

Include commentary for candidate's primary/designated focus area (e.g., teaching). Comment on all relevant areas, relevant school/university/professional service, and – where applicable – any achievement in the other, non-focus area (e.g., research).

Areas of Improvement (limit to one paragraph)

Address candidate's areas of improvement and/or recommendation for candidate's continued professional growth. Also identify any areas for improvement to be addressed before future appointment consideration, if applicable. If there are no identified improvement areas for the candidate, then recommendations for candidate's continued professional growth should be provided.

Additional Leadership, Administrative, or Service Responsibilities (limit to one paragraph)

Some specific administrative or service functions may be attached to the instructional, research, or clinical focus. Include commentary for candidate's service accomplishments within the unit as well as any additional leadership, administrative, or service responsibilities outside their current contract.