



## 10 Tips Towards A Successful Reappointment For Faculty, Librarians, and Professional Staff

Untenured Faculty and Librarians, and Professional Staff routinely have to submit reappointment paperwork. In addition to needing to paying attention to your reappointment time table and submitting your paperwork on time, AFT Local 1904 has 10 Tips that will help you with the reappointment process.

1. Before submitting your paperwork, review the recommendations from your previous reappointment. Those recommendations are not "suggestions"; they are "directives" that define the goals for you to meet. Make sure you have addressed them in this year's packet.
2. Do not assume the reader knows and understands what you do. Whether you are writing about your research or your job function, be sure to provide an explanation that any reader could understand. Remember, your packet is not just reviewed by your department or immediate supervisor. It is reviewed by individuals that more than likely are not familiar with, or do not have a depth of knowledge about, your field.
3. Proofread your submission and have a colleague proofread it as well. Your submissions should be error free. You don't get a second chance at a first impression.
4. Be proactive. If you haven't received a response within the required time frame, follow up with your chair, Dean, immediate supervisor, or Provost as appropriate. Send respectful reminders of the deadlines regarding your paperwork.
5. Meet with your DPAC chair, Department Chair, Dean, Provost, or immediate supervisor to clarify points made in his/her recommendation. If necessary consult with an officer of the Local as to whether or not a written response is necessary.

6. If you are voluntarily including, or are required to include, Peer Evaluations or Recommendations in your file, make sure your peer understands your work and is made aware that you have the right to a copy of the written evaluation.

7. If your immediate supervisor, chairperson or Dean changes during your reappointment process consult with the Union as to how best make sure that the new supervisor, chair or Dean incorporates the evaluation of the supervisor, chair or Dean who worked most closely with you during the majority of the period under review.

8. Ask a colleague who has been successfully reappointed to let you review her or his last reappointment portfolio. Become familiar with your department's or division's reappointment guidelines. Ask your colleagues for guidance as to the "unwritten" guidelines in your work area or department.

9. If any processes in your reappointment procedures are violated or not carried out, consult the Union immediately. For example, if you discover that a department or college reappointment/personnel committee committed a procedural violation, you have to submit a letter to the president within 21 days of the violation (see Article VII, Section F.5). If you do not file this "21-day" letter, there can be no grievance that would provide a remedy to the violation.

10. Your personnel folder is in Human Resources. You have the right to review it upon request and should do so once during an academic or fiscal year and especially before you begin your reappointment process. You may ask a Union representative to go with you to review the file (See article XXIX of the Agreement for information with regard to your rights concerning personnel files). \* Always make copies of your reappointment letters and related documents and keep them in a secure place (preferably at home).

If you have any additional questions or concerns, please contact the Local's office so that you can be referred to the appropriate officer for assistance. The office can be reached via email at [union@mail.montclair.edu](mailto:union@mail.montclair.edu) or by phone at ext. 4453 on campus.