

**College of Liberal Arts
Renewal of Research Faculty**

1. Name of Faculty Member _____
2. Department _____
3. Affiliated Institute or Program, if relevant _____
4. Term of appointment:
(n.b.: senior appointments may be for up to 5 years; assistant professors are annual appointments**)
Fiscal Year (give dates): _____
or
Academic Year (give dates): _____

5. Percentage of salary that is grant supported: _____

6. Source of funding: _____

7. A majority of the department/institute/program faculty must endorse the appointment renewal. The department/institute/program chair/director must initial this line to indicate that the vote has been taken.

8. A renewal request must be accompanied by: (please check)

A current and complete curriculum vita: _____

An annual performance evaluation by the department/institute/program chair/director: _____
(n.b. Even when an appointment is for more than one year, the department/institute/program chair/director is expected to submit an annual written performance review.)

A statement from the department/institute/program chair/director identifying any expectations of the faculty member regarding teaching and/or service and any other non-standard privileges being extended to the research faculty, such as the right to attend department meetings: _____

When completed and accompanied by the required documents, this form should be submitted to the Dean. The Dean will then make a recommendation to the Vice President for Research and Public Service and the Provost.

Signature of department/institute/program chair/director

Date

Signature of Dean

Date

**Note: If a multi-year appointment is made, and if the requisite outside funding ceases in the interim, the unit requesting the appointment must assume the salary and benefits no longer covered by outside funding.