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# 2024-2025 Administrative & Faculty Review and/or Reappointment Recommendation File for Adjunct, Affiliated, & Research Faculty & Instructors (NVB0):

Name:

Dept.:



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# Review and/or Reappointment Binder for Adjunct, Affiliated, & Research Faculty & Instructors

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\*required if receiving salary

\*\*required if instructional review



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## [Form A](#) or [Form A1](#) (NVB1)

add digitally signed form to respective Google folder with the following name:  
LastName-FormA-YYYY-YY

Form A inserted if reappointment is to adjunct, research, or instructor position  
Form A1 inserted if reappointment is to affiliated appointment



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## [Position Authorization Form](#) (NVB2)

if receiving salary add digitally signed form to respective Google folder with the following name: LastName-PositionAuthForm-YYYY-YY



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## Draft Reappointment Letter (NVB3)

insert draft letter in this section; templates are available on HR's [website](#) – see  
Model Appointment Letters – Instructional Track Adjunct, Research and Visiting  
Faculty



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## Form E (NVB4)

if review/reappointment relates to an instructional position add digitally signed form to respective Google folder with the following name: LastName-FormE-YYYY-YY

Unit initiating this form may want to retain a copy of the completed form to reference for future evaluations



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## Teaching Evaluation Summary (NVB5)

if review/reappointment relates to an instructional position, include all formal student course evaluations for the last three years and most recent peer review

Only the numerical summary data from course evaluations is required for formal course evaluations. The article "[Generating a 3yr course summary report](#)" provides detailed instructions for faculty to run the numerical data summary report from Watermark Course Evaluations & Surveys (formerly EvaluationKit).



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## CV & Other Supporting Materials (NVB6)

other supporting materials may include personal statement, copies of published works, teacher evaluations beyond the most recent three years or with student comments, etc.

Inclusion of student comments is at the discretion of the faculty member undergoing review and cannot be required by a unit (see Senate procedure 504.1.1). The article, "[Accessing Teaching Evaluation Reports](#)" provides detailed instructions for faculty to run this report from Watermark Course Evaluations & Surveys (formerly EvaluationKit).

If possible, provide links to materials that are available online, otherwise attach a description of any materials sent physically to support your file.