

Checklist: Preparing for Reappointment

Timeline

- Make a note to talk to your chair about reappointment about 13 months before the end of your first probationary term
- Plan when you might take your pre-tenure sabbatical
- Identify when to talk with your chair about your pre-tenure sabbatical timing
- Consider whether you need an accommodation (talk with the FAUW [Academic Freedom & Tenure Committee](#) and/or [Occupational Health](#))

Expectations and assessment

- Know where to find your faculty's [performance review guidelines](#) and your department's addendum to these guidelines
- Know where to download your faculty's [performance review histograms](#) in Workday
- Create a file to collect notes about your teaching, research, and service contributions and supporting documentation
- Collect your activity reports and annual performance reviews from previous years in one place
- Find out if your department requires/offers peer teaching evaluations

Candidate brief

- Talk to your chair about the required formatting or templates
- Set a deadline for your first draft
- Ask colleagues, a mentor, and/or AF&T to review your draft (and set a date)
- Ask recently reappointed colleagues in your department and faculty if they'd be willing to share their brief

Support and resources

- Read the page on [reappointment](#) in the FAUW Faculty Guide
- Get to know your department's administrative officer/manager and save their contact info in your email software or phone for easy access
- Get to know your faculty's Faculty Relations Officer and save their contact info
- Identify one or two faculty members in your department to whom you will reach out if you have questions about expectations for reappointment and tenure
- Figure out which Centre for Teaching Excellence (CTE) [workshops](#) you need to complete and when
- Find [upcoming sessions](#) of the CTE workshops you need and register for them
- Make a list of questions you have and who you're going to ask

