**Tenure-Track Reappointments**

**Required Documents to be submitted to RBHS Faculty Affairs via Perceptive Content[[1]](#footnote-1)**

Documents must be submitted in the order below

RBHS Form 1—RBHS Recommendation Information Form (completed by candidate via Faculty Survey)

RBHS Form 2—Criteria Applicable to the Candidate (signed by candidate and chair)

RBHS Form 4—Narrative Summary of Departmental Recommendation (signed by chair)[[2]](#footnote-2)

Report of the Reading Committee (optional, but recommended)

Report of the Secondary Department Chair, Unit Director or Program Director (if applicable)

RBHS Form 5—Narrative Summary of Dean’s Recommendation (signed by dean)

Report of the Advisory Committee on Appointments and Promotions

Candidate’s CV (in RBHS Format or from the Faculty Survey)

Candidate’s Personal Statement (optional, but recommended)

Appendix H—Inventory Listing of Materials to be Included in Package for Promotion (signed by candidate and chair)

Supplemental materials that the candidate wishes to be considered

Any other documentation required by the department

1. All tenure-track actions must be uploaded into Perceptive Content. [↑](#footnote-ref-1)
2. The Department Chair must notify the candidate of the department decision within five working days after the department vote. [↑](#footnote-ref-2)