**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)