**REQUEST TO APT-EC FOR**

**NON-TENURE TRACK APPOINTMENTS/REAPPOINTMENTS**

**For one- or two-year non-tenure-track appointments/reappointments for which APT-EC has NOT requested a more extensive review: complete this form only.**

**For all other non-tenure-track appointments/reappointments: complete this form, solicit a teaching statement and CV from the candidate, and submit them along with a department report akin to the teaching section of the 3rd year review of tenure-track faculty (see guidelines), including interviews with a range of students (preferably a minimum of 12-15 students) who have taken the candidate’s courses. A list of randomly selected current or former students will be provided by the Dean of the Faculty’s Office**. **Incomplete requests will not be forwarded to the APT/EC until all items have been received. Please submit official teaching evaluations and grades for all relevant semesters.**

Chair’s name and department:

Candidate’s name:

Candidate’s employment history at CMC (if any):

Position (and length of contract) requested:

Course/s to be taught and brief rationale for the request:

Brief description of the search procedure:

Summary of the candidate’s prior teaching evaluations and grading practices, and any other relevant information explaining the reasons for selecting the candidate:

For *first-time* *appointments* at CMC, please attach non-CMC teaching evaluations and grades (if available).

For *reappointments*, please submit a request for tables of CMC teaching evaluations and grades to the Dean of the Faculty’s Office.

Please attach the candidate’s CV and check as appropriate:

\_\_\_\_ Candidate’s CV attached

\_\_\_\_ Tables of CMC evaluations/grades since Spring 2012 attached

\_\_\_\_ CMC teaching evaluations prior to Spring 2012 attached

\_\_\_\_ Non-CMC teaching evaluations and/or grades attached

Additional comments (optional):