

REQUEST TO APT-EC FOR
NON-TENURE TRACK APPOINTMENTS/REAPPOINTMENTS

Deadlines: For fall appointments: April 1. For spring appointments: November 1.

Use this form for one-year or two-year non-tenure-track appointments/reappointments for which APT-EC has NOT requested a more extensive review. For all other non-tenure-track appointments/reappointments, 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 student interviews and the following information.

Chair's name and department:

Candidate's name:

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

Position (and length of contract) requested:

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 John Haller, Office of Institutional Research at least two weeks prior to the deadline. He can generate tables of the online CMC evaluations from Spring 2012 or later. If the candidate has CMC teaching evaluations prior to Spring 2012, please attach the summary evaluations themselves.

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):