

August 16, 2021

Hafa adai new faculty:

Beunas todos to the University of Guam! This is an exciting part of your professional and academic journey. You have been hired on a three-year initial contract, which will require a reappointment review process before the continuation contract, where you will be eligible to apply for tenure.

The reappointment process is important to the professional development of any faculty member. It provides the opportunity for self-reflection, peer review, and mentorship from your dean and others. The entire process is laid out below, followed by some of the supports we will offer to help you succeed.

Process

This process is intended to offer critical, supportive formative feedback as you establish your professional identity. If you have any questions about this process, please consult with your dean.

1. **First year CFES Review.** This is the first critical step in your journey. You will prepare for your dean your first CFES Report with supporting evidence, such as draft manuscripts, acceptance letters, student teaching evaluations, syllabi, and other materials. The *CFES Document* is a good resource for the types of activities and evidence that can be submitted. In your meeting with the dean, you will discuss not only discuss your first-year achievements, and plans for the second year, but also your plans and strategies for the reappointment process, and even your aspirations for promotion and tenure, and mentors you would like to help you along the way.
2. **Comprehensive Plan.** During your 18th month of employment (January 2023 for most of your reading this), you will submit a comprehensive plan for how you hope to attain promotion and/or tenure to your division chair (or research director). This plan should lay forth your plans in each endeavor by the next milestone in your P&T pathway. You should have a clearly articulated research or creative agenda, an instructional plan appropriate for the amount and type of instruction required of you, and plans in each endeavor. It is most important that your plans are most detailed, considered, and explained in your primary endeavor.
3. **Unit Presentation.** You should prepare a 10–15-minute presentation or conversation with the colleagues in your unit (division or research lab). This presentation should highlight your accomplishments and explain your plans. In most cases, this will occur in the regular monthly meeting. Your peers will have a chance to ask you questions and provide feedback directly.

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4. **Unit AAC Review.** Your division chair or research director will solicit feedback and comments from your colleagues prior to presenting your request for reappointment to your school or college Academic Affairs Committee. The AAC will review your plan document very closely and make comments and suggestions on implementing those plans. (For those of you in research units, a special committee composed of your director, the CNAS Dean, and Vice Provost for Research & Sponsored Programs will function as the AAC).
5. **Dean/Director Review.** Your dean or research director will review your plan as well as the feedback received from the division chair and academic affairs committee. He will write a letter recommending whether you should be reappointed, with advice on how to achieve reappointment if possible, and forward that recommendation with your first-year review documents and comprehensive plan, to the Senior Vice President & Provost.
6. **Executive Review.** The Senior Vice President & Provost will review the documents received and forward a recommendation with the materials to the President. The President will review all the materials received and issue a letter with his decision, which will be final. Reappointment recommendations and determinations are not grievable.

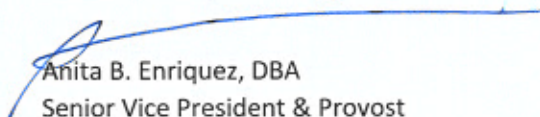
Support and Professional Development

To help all faculty succeed, the University is expanding its faculty development program to include trainings specific to the reappointment process and ultimately, attainment of Promotion & Tenure.

1. **Unit Mentor.** Your dean or research director may assign you to a unit-based mentor in your first year. Please meet with this mentor early on to establish a relationship. Hopefully, she or he will be able to provide useful advice along the way. Consult with your dean if you have not yet been assigned a mentor.
2. **University Workshops.** The Faculty Development Center will be developing a series of workshops to occur over the next 18 months as you prepare. Tentatively, there will be workshops about *Preparing for Your First Annual Review*, *Creating a Comprehensive Plan*, *Choosing A Mentor*, and *Presenting to Your Colleagues*. Please consult with Vice Provost McVey to express interest in these or other professional development opportunities.

On behalf of the President, I'd like to express how proud we are to have you as a faculty member of the University of Guam, and we very much look forward to your professional development and expanding contributions to university, community, region, and academic discipline.

Senseremente,


Anita B. Enriquez, DBA
Senior Vice President & Provost

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