



## Full-Time Lecturer Reappointment Guidelines

The following materials are required for the review of full-time lecturers being considered for reappointment.

Deadlines for faculty personnel actions are outlined in the [Buffalo State University Calendar](#).

### **Required Materials**

#### **1. Personal Statement**

A statement from the candidate addressing teaching effectiveness and service during the review period.

#### **2. Course Evaluation Results**

Student course evaluations for all courses taught during the period under review.

#### **3. Curriculum Vitae**

An updated CV using the School of Arts & Sciences standardized format.

#### **4. Department Chair Recommendation**

A letter of recommendation from the department chair.

#### **5. Current Employee Change Form (CECF)**

A completed Current Employee Change Form reflecting the reappointment recommendation.

### **Submission Process**

#### **Step 1 – Faculty Submission to Department Chair**

The faculty member submits the following materials to the department chair:

- Personal Statement
- Course Evaluation Results
- Curriculum Vitae

#### **Step 2 – Department Chair Submission to the Dean's Office**

After reviewing the materials, the department chair forwards the complete reappointment packet to Amanda Beaton in the Dean's Office, including:

- Materials submitted by the faculty member
- Department Chair Recommendation
- Current Employee Change Form (CECF)