



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

Beginning with the Spring 2027 review cycle, full-time lecturer reappointment materials will be submitted electronically through a secure SharePoint site. Candidates and individuals involved in the review process will receive access appropriate to their role. Permissions will be adjusted as the review progresses.

Step 1 – Candidate Submission

The candidate uploads the following materials to the designated SharePoint folders by the deadline established by the department:

- Personal Statement
- Course Evaluation Results
- Curriculum Vitae

The standard folder structure must remain unchanged. Candidates may add subfolders as needed to organize supporting materials.

Step 2 – Department Chair Review

The department chair reviews the candidate's materials and adds the following to the designated SharePoint folders:

- Department Chair Recommendation
- Completed Current Employee Change Form (CECF)



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Departments should provide candidates with at least five working days to review the evaluations and submit any written comments before forwarding the personnel action materials to the Dean's Office. Departments should plan accordingly to meet the deadlines in the university administrative calendar.

Step 3 – Submission to the Dean's Office

Once all required materials and any candidate comments have been uploaded, the department notifies Amanda Beaton in the Dean's Office that the packet is complete and ready for review. Uploading materials alone does not serve as notification that the packet is ready.

Complete materials must be available to the Dean's Office by the applicable deadline published in the university administrative calendar.