

## CHECKLIST FOR REAPPOINTMENT

For the following Academic series:

Junior Specialist

**NOTE:** Upon reappointment, if Jr. Specialist has served a year in the title they must be moved to Step 2.

**Department** will submit to the dean's office the information listed below through MyInfoVault (MIV):

\_\_\_ Action Form

**REMINDER:** If the Junior Specialist was hired without salary, and without a recruitment or search waiver, they may only be reappointed without salary.

\_\_\_ Brief letter from the chair indicating the results of faculty consultation (if any), source of funding, time in title, term of reappointment, and qualifications of the individual.

\_\_\_ Current Curriculum Vitae. Upload into MIV as an appendix to the department letter.

\_\_\_ Signed Candidate's Disclosure Certificate.

\_\_\_ Position description indicating duties expected to be performed and percentage of effort expected for each area.  
**REMINDER:** Junior Specialists are required to be actively/significantly involved in publishable research activities as documented through publications or other methods, including reviewing journal articles and engaging in discussions on research and the interpretation of research results. Include Professional Competence and Activity if applicable, such as: participate in appropriate professional/technical societies or groups and other educational and research organizations; and, review research proposals, journal manuscripts, and publications related to area of expertise.