This document discusses the process through which Senior Scientists appointed in the College of Agriculture and Life Sciences are to be reviewed for reappointment. Reappointments are to be reviewed every 5 years by the Senior Associate Dean and require approval by the Provost. Please submit materials for review to Anne Marie Sheridan in the Senior Associate Dean’s office at least two months in advance of the term date for the position. Upon approval by the Senior Associate Dean’s Office, we will forward the reappointment material to the Provost office for approval.

Reappointment should be based on a full and realistic appraisal of consistently demonstrated competence of the individual and an evaluation of his or her capability and prospects in respect to the position description. Questions to consider include:

1. Does the performance of the individual meet requirements of the position?
2. What is the standing of the individual in his or her discipline and research program area as viewed by other Cornell faculty and colleagues outside Cornell?
3. What does the evidence reveal about the performance of the candidate since the initial and/or last appointment?
4. What does the evidence reveal about the promise of the candidate over the reappointment period proposed?

Approximately six months prior to the expiration of an appointment, the department chair should review the status of the appointment. If there is a preliminary determination that funding is available for the upcoming appointment period, the department chair should gather the following materials:

**From the Department**
1. Letter from Chair or Director of primary unit to the Senior Associate Dean including:
   - Chair’s/Director’s evaluation of candidate’s research program and performance.
   - Chair’s/Director’s indication of support from department or faculty sponsor.
   - Faculty evaluation of research - The Chair/Director should solicit a statement from a faculty member evaluating the direction and accomplishment of the research program, including assessment of the research program’s relationship to the department/unit’s mission.
   - Letter of endorsement from Chair/Director of any secondary department to which candidate has responsibility or from which candidate receives funding.
2. Documentation of annual performance reviews. Lack of documentation of annual reviews can negatively impact consideration for reappointment. Any absent evaluations must be explained.
3. Draft letter of notification of reappointment & updated job description to the incumbent.
4. At 10-year anniversaries only:
   - Research: Four to six letters or email evaluating the candidate based on the criteria below from peers or appropriate leaders in a related discipline at Cornell and from outside sources at the local, state or national levels. At least three letters must be external to Cornell.
   - Teaching (if applicable): Four to six letters from students who have completed the candidate’s course(s) should be solicited by the department chair, based on names of students at Cornell. Candidates may suggest to the department chair some names for the department chair to solicit. No more than 50% of letters may come from students suggested by the candidate. Other letters must come from students selected (and solicited) by the department chair. This section must contain a copy of the request letter, a list of students contacted, the method of student selection, and the rate of response.

**From the Candidate**
1. Updated curriculum vita.
2. **Research**
   - A statement from the candidate that includes the following:
     - Goals/Accomplishments for previous appointment period.
     - Goals for upcoming appointment period.
     - Funding applied for as well as received to support program.
3. **Teaching (if part of the Senior Scientist’s responsibilities)**
   - A statement from the candidate that includes the following:
     - Goals/Accomplishments for previous appointment period.
     - Goals for upcoming appointment period.
- List of courses taught, including course outline, years offered and enrollments per offering. For team-taught courses, include a statement of specific involvement by the candidate.
- Student evaluations
  - summarized in a table, not actual evaluations, including statement of changes made or planned

**Review/Communication**

The primary Chair or Director will review the materials with faculty and:

a) If reappointment is recommended at the department level, submit them to the Senior Associate Dean.

b) If reappointment is not recommended at the department level, the Chair must discuss the situation with the Senior Associate Dean and Associate Dean of Research before any official notification is sent either to the Dean or the candidate.

The Dean and Senior Associate Dean will review the department’s recommendation in conjunction with any other Deans as appropriate for shared departments. The Dean will make a recommendation to the Provost. Once the Provost’s recommendation is relayed to the Dean, the Dean will notify the department of the decision. Notification of reappointment to the incumbent will be conveyed by a letter from the department Chair.