FACULTY REAPPOINTMENT CHART

Year of Appt	Action Required	Reviewed By	Timing of Dept Recommendation	Materials to be Submitted to Reviewer(s)	Materials to be Submitted to Provost's Office	Provost's Office Deadline	Last date to notify faculty of reappt	If extended, contract granted for
Year 1	Recommendation for Reappointment	Dept Head	Mid-late fall Semester	See E.6 and Department Code	Copy of reappt memo to faculty member	**Feb 15**	**Feb 15 (Mar 1 drop-dead date)**	**Year 2**
Year 2	Recommendation for Reappointment	Dept Head	Early fall semester (or late spring semester of 1st year)	See E.6 and Department Code	Copy of reappt memo to faculty member	**Dec 1**	**Dec 1 (Dec 15 drop-dead date**	**Year 3**
Year 2	Recommendation for Reappointment	Dept Head	Spring semester	See E.6 and Department Code	Copy of reappt memo to faculty member	**May 1**	**May 1 (May 15 drop-dead)**	**Year 4**
Year 3	Mid-point Comprehensive Progress to Tenure Review & Reappointment (see E.14.1)	P&T Committee	Early spring semester (January - February)	See E.14.1 and department code -Updated CV -Summary of all annual evals -Summary & recommendations from P&T committee -Comments from dept head/dean	Summary statement (indicating reappointment)	**May 1**	**May 1 (May 15 drop-dead date)**	**Year 5** **If P&T committee recommends against contract renewal, May 15 of 4th Year is final employment date**
Year 4	Recommendation for Reappointment	Dept. Head	Spring Semester	See E.6 and Department Code	Copy of reappt memo to faculty member	**May 1**	**May 1 (May 15 drop-dead)**	**Year 6**
Year 5	Recommendation for Reappointment	Faculty Vote & Dept. Head*	Spring Semester	See E.6 and Department Code	Copy of reappt memo to faculty member	**May 1**	**May 1 (May 15 drop-dead)**	**Year 7**
Year 6	Promotion & Tenure Recommendation	P&T Cmttee/ Dept. Head/ Dean	Fall semester (dossier comes forward)	Promotion & tenure dossier. (See E.10.5 and promotion & tenure application)	Promotion & tenure dossier	**Dec 15**	**President provides official notification in writing following May BOG mtg**	**If tenure is not awarded, May 15 of Year 7 is final employment date**

See E.10.4 for allowable exceptions to this timeline
*Some department codes require a faculty vote.

Last updated 2/05/07