Non-Tenured Reappointment Steps to be Completed No Later Than 2022

Monday, January 24 (on or before)
Each faculty member and librarian, in his/her second year of tenure-track employment, must submit a digital application for 3rd Year Reappointment to the Unit Personnel Committee/Library Personnel Committee (UPC/LPC), through their Dean/Interim College Librarian/Director.

This application shall include (1) a written summary prepared as to how he/she has satisfied the four criteria in the Faculty Handbook; (2) an updated vita; (3) correctly labeled appendices which provide documentation necessary to support the written summary; (4) any additional information considered appropriate by the applicant; and (5) an evaluation of tutorial activity and/or field work supervision, when applicable. See Reappointment Guidelines/Checklist.

Monday, January 31 (on or before)
The UPC/LPC shall carefully review all applications and inform each applicant in writing if additional information/documentation is needed. This information/documentation shall be submitted as soon as possible. This in no way shall prejudice the right of any applicant for reappointment to submit additional information/documentation, if necessary.

Wednesday, February 9 (on or before)
The UPC/LPC chairperson informs each applicant for reappointment in writing of the Committee's recommendation and schedules hearings, if requested.

Monday, February 14 (on or before)
The UPC/LPC shall make accessible all applications, its recommendations, and supporting documentation to the Unit Council for action through the Dean/Interim College Librarian/Director. The Dean/Interim College Librarian/Director schedules Unit Council hearings if necessary.

Wednesday, February 16 (on or before)
The Unit Council considers each recommendation for reappointment.

Friday, February 18 (on or before)
The Unit Council shall make accessible its recommendations, UPC/LPC recommendations, applications, and supporting documentation to the Dean/Interim College Librarian/Director for his/her review and recommendations.

The Dean/Interim College Librarian/Director informs each applicant for reappointment of the Unit Council's recommendation.

Friday, February 25 (on or before)
The Dean/Interim College Librarian/Director informs each applicant for reappointment of his/her recommendation in writing and schedules conferences as necessary. In such cases where the Dean/Interim College Librarian/Director does not concur with a recommendation received from the Unit Council, the Dean/Interim College Librarian/Director notifies the chairperson of the UPC/LPC and the appropriate faculty officer of the Unit Council in writing.
Monday, March 14 (on or before)
The Dean/Interim College Librarian/Director makes accessible all Unit Council recommendations, UPC/LPC recommendations, his/her recommendations, applications, and all supporting documentation to the Provost/VPAA via the Office of Employee Relations.

Monday, March 28 (on or before)
The Provost/VPAA informs each applicant for reappointment in writing of his/her recommendation and schedules conferences, if necessary. In such cases where the Provost/VPAA does not concur with a recommendation received from the Unit Council and/or the Dean/Interim College Librarian/Director, the Provost/VPAA notifies in writing, the Chairperson of the Unit Council, the Dean/Interim College Librarian/Director and the applicant.

Wednesday, March 30 (on or before)
The Provost/VPAA makes accessible all recommendations and supporting documentation for each applicant for reappointment to the President.

Friday, April 1 (on or before)
The President informs each applicant for reappointment/non-reappointment of his/her decision after consultation with the Provost/VPAA, and schedules conferences, if necessary.

Thursday, April 14 (Tentative)
The appropriate BOT Committee shall meet to discuss the nominations for 3rd Year Reappointment.

Monday, April 25 (Tentative)
The Board of Trustees shall discuss and act on all nominations for 3rd Year Reappointment.

Friday, April 29 (on or before)
The President shall notify all applicants for reappointment of the action taken by the President (for non-reappointment) and the Board of Trustees (for reappointment).

* Notify by April 1, 2022. (CURRENT AGREEMENT, Art. XIII, Section C)