



## REAPPOINTMENT SCHEDULE

For Faculty entering their 2<sup>nd</sup> or 3<sup>rd</sup> year and Professional Staff effective September 1, 2019 and Professional Staff eligible for reappointment

### November 2018

<u>Date</u>	<u>Action</u>	<u>Duration</u>
November 5, 2018	Distribution of Reappointment Forms	
November 26, 2018	Candidate submits to Department Chair/Director <i>Candidates who have had more than one immediate supervisor during the period being evaluated must include prior evaluation. For details, see the instructions section of the Evaluation for Multiyear Contract packet.</i>	3 Weeks
December 10, 2018	Department Chair / Department Director's recommendation to the Dean	2 Weeks
<b><i>University Closed December 25, 2018 – January 1, 2019</i></b>		
January 7, 2019	Dean's / Director's recommendation to the Vice President	3 Weeks
January 21, 2019	Vice President's recommendation to the President with copy to the candidate	2 Weeks
February 4, 2019	President's recommendation to the Board of Trustees with copy to the candidate	2 Weeks
February 25, 2019	Board of Trustees act on President's recommendation	3 Weeks

\*Please be advised that, the Board of Trustees can only act on those persons recommended for reappointment by the President of the University. If the President does not reappoint a candidate, his or her name is not brought before the Board of Trustees and the reappointment process ends at the President's level.