

**CALENDAR FOR EVALUATION AND REAPPOINTMENT
OF TENURE-TRACK FACULTY [AA/PPS 04.02.01](#)
2024-2025 ACADEMIC YEAR**

DATE DUE	DUE FROM	DUE TO	DESCRIPTION
9/30	Chair/Director	Departmental/ School Personnel Committee	Inform Departmental/School Personnel Committee of tenure-track faculty to be reviewed and of the current contract year.
10/4 – 11/1	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review tenure-track faculty who are in the second contract year. <u>This is the first review of second year faculty; a more comprehensive review is required in the spring.</u> EVALUATION YEAR: 2024
11/8	Departmental Personnel Committee	Chair/Director	In Faculty Qualifications, submit recommendation for reappointment of faculty in the second contract year. The recommendation shall be ‘Reappoint for One Year, Contract Conditions to be Determined’ or ‘Do Not Reappoint’.
11/11	Chair/Director	Dean	In Faculty Qualifications, submit recommendation for reappointment of faculty in the second contract year. The recommendation shall be ‘Reappoint for One Year, Contract Conditions to be Determined’ or ‘Do Not Reappoint’.
11/18	Chair/Director	2nd Year Tenure- Track Faculty	Inform, in writing, each faculty member in the second contract year of reappointment action taken during the first review of second contract year.
12/2	Dean	Provost	In Faculty Qualifications, submit recommendation for reappointment of faculty in the second contract year. The recommendation shall be ‘Reappoint for One Year, Contract Conditions to be Determined’ or ‘Do Not Reappoint’.
12/15	Provost	2nd Year Tenure- Track Faculty	Notify, in writing, each faculty member in the second contract year who will not be reappointed beyond 5/31 of the current academic year.
1/2	Chair/Director	Faculty	Annual Performance Evaluation of Faculty and Post-Tenure Review of all faculty begins and should be completed by March 1 . Refer to AA/PPS 04.02.10 .
1/2 - 1/24	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review tenure-track faculty in the first contract year. EVALUATION YEAR: 2024
2/3	Departmental/ School Personnel Committee	Chair/Director	In Faculty Qualifications, submit recommendation for reappointment of faculty in the first contract year. The recommendation shall be ‘Reappoint for One Year’ or ‘Do Not Reappoint’.

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2/6	Chair/Director	Dean	In Faculty Qualifications, submit recommendation for reappointment of faculty in the first contract year. The recommendation shall be 'Reappoint for One Year' or 'Do Not Reappoint'.
2/13	Chair/Director	1st Year Tenure-Track Faculty	Inform each faculty member in the first contract year of reappointment action taken.
2/20	Dean	Provost	In Faculty Qualifications, submit recommendation for reappointment of tenure-track faculty in the first contract year. The recommendation shall be 'Reappoint for One Year' or 'Do Not Reappoint'.
3/1	Provost	1st Year Tenure-Track Faculty	Notify, in writing, each faculty member in the first contract year who will not be reappointed beyond 5/31 of the current academic year.
3/1	Chairs/Directors	Faculty	Annual Performance Evaluation of Faculty and Post-Tenure Review of all faculty should be complete. Refer to AA/PPS 04.02.10
3/1 – 3/31	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review tenure-track faculty in the second contract year or in the third or subsequent contract year. EVALUATION YEAR: 2024-2025
4/1	Chair/Director	Dean	In Faculty Qualifications, submit recommendations for reappointment of faculty members in the second contract year or in the third or subsequent contract year. The recommendation shall be "Reappoint for One Year" or "Reappoint with Terminal Contract."
4/11	Chair/Director	2nd and 3 rd or Subsequent Year Tenure-Track Faculty	Inform each faculty member in the second contract year or third or subsequent contract year of reappointment action taken.
4/18	Dean	Provost	In Faculty Qualifications, submit recommendations for reappointment of faculty members in the second contract year or in the third or subsequent contract year. The recommendation shall be "Reappoint for One Year" or "Reappoint with Terminal Contract."
5/31	Provost	Faculty	Notice of terminal contract sent to faculty member. Employment is extended through 5/31 of the next academic year.

Provost and Executive VPAA/Faculty and Academic Resources

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