

**CALENDAR FOR REAPPOINTMENT OF UNTENURED
CONTINUING FACULTY (PPS 8.01)
2009-2010 ACADEMIC YEAR**

DATE DUE	DUE FROM	DUE TO	DESCRIPTION
10/1	Chair/Director	Departmental/ School Personnel Committee	Inform Departmental/School Personnel Committee of continuing faculty to be reviewed and of the current contract year of each
10/8 - 11/9	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review untenured continuing faculty who are in their second contract year
11/10	Departmental Personnel Committee	Chair/Director	Submit recommendation for second year faculty
11/16	Chair/Director	Dean	Submit form for reappointment of untenured continuing faculty in their second contract year. If the department/school has no faculty members in the second contract year, a written report of that fact shall be submitted.
11/19	Chair/Director	2nd Yr. Faculty	Inform, in writing, each affected second year faculty member of reappointment action taken
11/25	Dean	Provost	Submit form for reappointment of faculty in their second contract year
12/15	Provost	2nd Yr. Faculty	Notify, in writing, each faculty member in their second contract year who will not be reappointed
1/5	Chair/Director	Faculty	Annual Performance Evaluation of Faculty and Post-Tenure Review of all faculty begins and should be completed by March 3. PPS 8.09
1/11 - 1/25	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review untenured continuing faculty in their first contract year
1/26	Departmental/ School Personnel Committee	Chair/Director	Submit form for reappointment of untenured continuing faculty in their first contract year
2/1	Chair/Director	Dean	Submit form for reappointment of untenured continuing faculty in their first contract year. If the department/school has no faculty members in the second contract year, a written report of that fact shall be submitted.
2/3	Chair/Director	1st Year Faculty	Inform each affected faculty member in their first contract year of reappointment action taken

DATE DUE	DUE FROM	DUE TO	DESCRIPTION
2/11	Dean	Provost	Submit form for reappointment of untenured continuing faculty in their first contract year
3/1	Provost	1st Yr. Faculty	Notify, in writing, untenured continuing faculty in their first contract year who will not be reappointed
3/3	Chairs/Directors	Faculty	Annual Performance Evaluation of Faculty and Post-Tenure Review of all faculty should be complete. PPS 8.09
3/22 - 4/16	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review untenured continuing faculty in their second contract year or in third or subsequent contract year
4/30	Chair/Director	Dean	Chair shall submit a recommendation to the college dean regarding faculty members in the second contract year subject to further review or in the third or subsequent contract year . The recommendation shall be "Reappoint for One Year," "Reappoint with Final Contract," or "Reappoint with Terminal Contract."
5/4	Chair/Director	2nd Yr. Faculty subject to further review, 3rd Yr. Faculty	Inform each affected second or third contract year faculty of reappointment action taken
5/10	Dean	Provost	Recommendations for reappointment of untenured continuing faculty in their second contract year or in the third or subsequent contract year
5/31	Provost	Faculty	Notice of terminal contract sent to applicable faculty

Provost/VPAA/Fac. Rec. 08/09