Reappointment Schedule 1

Professors of Practice in initial term of 1-5 years *

In order to provide **four months' notice** of reappointment or non-reappointment to the candidate as suggested by R&P, the candidate's portfolio must be sent by the dean to the provost by **April 1st in the same year as the candidate's contract end date.**

Please refer to Section 2 of the Rules and Procedures of the Faculty for process details. Department chairs must consult with dean's office to ensure any college-specific guidelines are followed for additional requirements.

The department chair and/or dean's office must inform the candidate and the Provost's Office about any concerns in meeting the deadline.

Steps in Reappointment Process:

Confirming Candidates for Review:

1. May 1 Deadline: The Provost's Office will provide each college with a list of faculty due for reappointment review in the upcoming academic year.
2. May 15 Deadline: The Dean's Office will review this list with their departments for accuracy and notify the Provost Office of any discrepancies or additions.

Interfolio:

1. Candidates may begin to upload materials in July.
2. October 1 Deadline: Dossiers are due to Department Chair.
3. January 1 Deadline: Dossiers are due to College Dean Office.
4. March 15 Deadline: Dean sends letter of reappointment or non-reappointment to the candidate, with copies to the Department Chair and Provost.
5. April 1 Deadline: Dossiers are due to Provost Office, including response from the candidate

(Relevant Rules and Procedures Sections are noted on the following page)

For reference, relevant sections of Rules and Procedures of the Faculty Section II:

**** 2.12.1 Professor of Practice Contract Terms, Titles, and Responsibilities***
Reappointments are based on performance and a continuing need. Notice of reappointment or non-reappointment shall be given, whenever possible, at least four months before the terminal date of the appointment. The department chairperson and/or appropriate college dean shall provide the professor of practice with an annual performance assessment, which may be coordinated with salary review. An assessment of unsatisfactory performance may result in termination prior to the end of the appointment.