**Reappointment Schedule 1**

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

Teaching/Research Assistant Professors \*\*

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.** Each individual college is responsible for defining a schedule to ensure timely submission deadlines to accommodate the April 1st deadline to the provost. 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:**

In May of each year, the Provost’s Office will provide each college with a list of termed faculty and professors of practice who are scheduled to be included in the reappointment process for the upcoming academic year. The Dean’s Office must notify the Provost Office of any discrepancies.

In August of each year, candidates for reappointment can begin to upload materials to Lyterati.

Following your individual college timelines:

1. Candidates will be expected to submit their online dossier to the Department Chair level in Lyterati by:
   * + College-level determined deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Department Chairs will give access to appropriate faculty evaluators and meet to discuss the candidate’s portfolio. The Chairperson is responsible for uploading required letters, completing all required fields in Lyterati, and submitting the dossier to the College Level Administrator for a quality check by:
   * + College-level determined deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The College Level Administrator reviews the entire dossier to ensure all required materials are included with appropriate information. Dossiers with incomplete information will be sent back to Department Chair or candidate as needed; completed dossiers will be submitted to the College Dean for review by:
   * + College-level determined deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The Dean reviews the dossier, uploads required letters, and completes all required fields in Lyterati

By April 1st, the Dean submits the candidate’s complete dossier to the provost level in Lyterati

By April 15th, the sends a letter of reappointment or non-reappointment to the candidate, with copies to the Dean and Department Chair

*(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.*

***\*\*2.13.1 Appointments and Re-appointments***

*Reappointments are based on performance and a continuing need. Reappointments of full-time teaching faculty will be the responsibility of the dean in consultation with the appropriate chair as well as the associate and full professors in the appropriate department. The department chairperson and/or appropriate college dean shall provide the teaching assistant professor or instructor with an annual performance assessment, which may be coordinated with salary review.*

***\*\*2.14.1 Appointments***

*Reappointments are based on performance and a continuing need. Reappointments of full-time research faculty will be the responsibility of the dean in consultation with the appropriate chair as well as the associate and full professors in the appropriate department. The department chairperson and/or appropriate college dean shall provide the research assistant professor or instructor with an annual performance assessment, which may be coordinated with salary review.*

January 2023