



Spring Cycle Reappointment (RE) Schedule

This schedule should be used for:

- Spring tenure track appointments
- December appointment end dates

Please refer to Section 2 of the Rules and Procedures of the Faculty for process details. Department chairs must consult with the 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 Provost Office deadline.

Steps in Reappointment Process:

Confirming Candidates for Review:

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

Interfolio:

1. Candidates may begin to upload materials in December.
2. Student Course Evaluation Tabular Listing will be emailed to you no later than January 15th.
3. **January 15 Deadline:** Dossiers are due to the Department Chair.
4. **February 15 Deadline:** Dossiers are due to the College Dean Office for ROSSIN only.
March 15 Deadline: Dossiers are due to the College Dean Office for CAS, COB, COE, COH.
5. **May 15 Deadline:** Dossiers are due to the Provost Office.

The Provost expects quality checks at each level to ensure all documents are included in the dossier.

Provost Recommendation Letters:

Candidates will receive an official letter of reappointment from the provost no later than **August 1st**.