



## 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 candidate by **February 28th 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 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 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. Student Course Evaluation Tabular Listing will be emailed to you no later than July 15th.
3. **October 1 Deadline:** Dossiers are due to the Department Chair.
4. **December 1 Deadline:** Dossiers are due to the College Dean Office for ROSSIN only.  
**January 1 Deadline:** Dossiers are due to the College Dean Office for CAS, COB, COE, COH.
5. **February 28 Deadline:** Dean sends letter of reappointment or non-reappointment to the candidate, with copies to the Department Chair and Provost.
6. **April 1 Deadline:** Dossiers are due to Provost Office, including signed letter and response from the candidate

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



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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.*