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## Spring Cycle Reappointment (RE) Schedule

### This schedule should be used for:

- Spring 2023 tenure track appointments
- December 31, 2025 appointment end dates

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 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 and January.
2. January 15 Deadline: Dossiers are due to Department Chair.
3. March 15 Deadline: Dossiers are due to College Dean Office.
4. May 1 Deadline: Dossiers are due to 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 1<sup>st</sup>**.