

## INSTRUCTIONS FOR REAPPOINTMENT OF NON-TENURED FACULTY

The Provost's Office has developed a template reappointment letter in an attempt to eliminate some of the confusion in the reappointment process of non-tenured faculty. The template is a letter that includes all reappointments from each department instead of individual letters addressed to all faculty who receive reappointment. We hope to consolidate this process and minimize the amount of paperwork that is forwarded to the Provost's Office, and to create a consistent method to utilize across the University.

### **Guidelines on the reappointment memo**

Each Dean's office will prepare a memo listing all departmental reappointments for each deadline. Each memo should note the name, date of initial appointment, year in rank, and the applicable academic year of the appointment.

There are three reappointment deadlines:

**February 15** *First year* faculty who will be reappointed for Year 2. Reappointment memos are due to the Provost's Office no later than February 15. The last date to notify faculty of reappointment is February 15.

**May 1**      \**Second year* faculty who will be reappointed for Year 4,  
                 \**Third year* faculty who will be reappointed for Year 5,  
                 \**Fourth year* faculty who will be reappointed for Year 6,  
                 \**Fifth year* faculty who will be reappointed for Year 7.

Reappointment memos are due to the Provost's Office no later than May 1. The last date to notify faculty of reappointment is May 1.

**December 1** *Second year* faculty who will be reappointed for Year 3. Recommendations for reappointment of 2<sup>nd</sup> year faculty to year 3 are due to the VPFA and the last date to notify 2<sup>nd</sup> year faculty of reappointment.