

**CALENDAR FOR EVALUATION AND REAPPOINTMENT  
OF TENURE-TRACK FACULTY [AA/PPS 04.02.01](#)  
2024-2025 ACADEMIC YEAR**

<b>DATE DUE</b>	<b>DUE FROM</b>	<b>DUE TO</b>	<b>DESCRIPTION</b>
<b>9/30</b>	Chair/Director	Departmental/ School Personnel Committee	Inform Departmental/School Personnel Committee of tenure-track faculty to be reviewed and of the current contract year.
<b>10/4 – 11/1</b>	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review tenure-track faculty who are in the <b>second contract</b> year. <u>This is the first review of second year faculty; a more comprehensive review is required in the spring.</u> <b>EVALUATION YEAR: 2024</b>
<b>11/8</b>	Departmental Personnel Committee	Chair/Director	In Faculty Qualifications, submit recommendation for reappointment of faculty in the <b>second contract</b> year. The recommendation shall be ‘Reappoint for One Year, Contract Conditions to be Determined’ or ‘Do Not Reappoint’.
<b>11/11</b>	Chair/Director	Dean	In Faculty Qualifications, submit recommendation for reappointment of faculty in the <b>second contract</b> year. The recommendation shall be ‘Reappoint for One Year, Contract Conditions to be Determined’ or ‘Do Not Reappoint’.
<b>11/18</b>	Chair/Director	2nd Year Tenure- Track Faculty	Inform, in writing, each faculty member in the <b>second contract</b> year of reappointment action taken during the first review of second contract year.
<b>12/2</b>	Dean	Provost	In Faculty Qualifications, submit recommendation for reappointment of faculty in the <b>second contract</b> year. The recommendation shall be ‘Reappoint for One Year, Contract Conditions to be Determined’ or ‘Do Not Reappoint’.
<b>12/15</b>	Provost	2nd Year Tenure- Track Faculty	Notify, in writing, each faculty member in the <b>second contract</b> year who will not be reappointed beyond 5/31 of the current academic year.
<b>1/2</b>	Chair/Director	Faculty	Annual Performance Evaluation of Faculty and Post-Tenure Review of all faculty begins and must be completed by <b>March 1</b> . Refer to <a href="#">AA/PPS 04.02.10</a> .
<b>1/2 - 1/24</b>	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review tenure-track faculty in the <b>first contract</b> year. <b>EVALUATION YEAR: 2024</b>
<b>1/31</b>	Faculty		In Faculty Qualifications, faculty must submit all required materials for Annual Performance Evaluation and Post-Tenure Review.
<b>2/3</b>	Departmental/ School Personnel	Chair/Director	In Faculty Qualifications, submit recommendation for reappointment of faculty in the <b>first contract</b> year. The

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	Committee		recommendation shall be 'Reappoint for One Year' or 'Do Not Reappoint'.
2/6	Chair/Director	Dean	In Faculty Qualifications, submit recommendation for reappointment of faculty in the <b>first contract</b> year. The recommendation shall be 'Reappoint for One Year' or 'Do Not Reappoint'.
2/13	Chair/Director	1st Year Tenure-Track Faculty	Inform each faculty member in the <b>first contract</b> year of reappointment action taken.
2/20	Dean	Provost	In Faculty Qualifications, submit recommendation for reappointment of tenure-track faculty in the <b>first contract</b> year. The recommendation shall be 'Reappoint for One Year' or 'Do Not Reappoint'.
3/1	Provost	1st Year Tenure-Track Faculty	Notify, in writing, each faculty member in the <b>first contract</b> year who will not be reappointed beyond 5/31 of the current academic year.
3/1	Chairs/Directors	Faculty	Annual Performance Evaluation of Faculty and Post-Tenure Review of all faculty must be complete. Refer to <a href="#">AA/PPS 04.02.10</a>
3/1 – 3/31	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review tenure-track faculty in the <b>second contract</b> year or in the <b>third or subsequent contract</b> year. <b>EVALUATION YEAR: 2024-2025</b>
4/1	Chair/Director	Dean	In Faculty Qualifications, submit recommendations for reappointment of faculty members in the <b>second contract</b> year or in the <b>third or subsequent contract</b> year. The recommendation shall be "Reappoint for One Year" or "Reappoint with Terminal Contract."
4/11	Chair/Director	2nd and 3 <sup>rd</sup> or Subsequent Year Tenure-Track Faculty	Inform each faculty member in the <b>second contract</b> year or <b>third or subsequent contract</b> year of reappointment action taken.
4/18	Dean	Provost	In Faculty Qualifications, submit recommendations for reappointment of faculty members in the <b>second contract</b> year or in the <b>third or subsequent contract</b> year. The recommendation shall be "Reappoint for One Year" or "Reappoint with Terminal Contract."
5/31	Provost	Faculty	Notice of terminal contract sent to faculty member. Employment is extended through 5/31 of the next academic year.

Provost and Executive VPAA/Faculty and Academic Resources

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