

**FACULTY AND LIBRARIAN REAPPOINTMENT CALENDAR
THIRD, FOURTH, FIFTH, and SIXTH YEAR REAPPOINTMENTS**

NOTIFICATION DATE FOR NON-REAPPOINTMENT: FEBRUARY 1, 2024

NO LATER THAN	FOR LIBRARIANS	FOR FACULTY
September 14, 2023	All folders must be uploaded in the system to the Department Heads.	All folders must be uploaded in the system to the Department Chairs.
September 28, 2023	Department Heads and other Supervisors evaluating probationary librarians complete required interview and necessary documentation for reappointment file for librarians and non-teaching professionals.	Departments complete required evaluations for reappointment file folders.
October 12, 2023	Library Reappointment and Promotion Committee recommendations transmitted to Dean of Library Services along with all materials submitted by candidate.	Department Reappointment Committee recommendations transmitted to College Dean along with all materials submitted by candidate.
October 26, 2023	All evaluation interviews completed and required written recommendations plus necessary documents sent by Dean to Provost and Senior Vice President.	After checking reappointment file folders for completeness, department recommendations including the Dean's recommendation and evaluation assembled and transmitted by College Dean to Provost and Senior Vice President.
November 9, 2023	Provost and Senior Vice President transmits total University recommendation to President for review.	Provost and Senior Vice President transmits total University recommendation to President for review.
November 27, 2023	President notifies candidates for reappointment of the recommendations to Board of Trustees.	President notifies candidates for reappointment of the recommendations to Board of Trustees.
December 7, 2023	Last day for appellants to request personal interview with President.	Last day for appellants to request personal interview with President.
January 11, 2024	President notifies appellants of outcome of appeal.	President notifies appellants of outcome of appeal.
January 18, 2024	Last day for appellants to submit in writing to Board of Trustees new evidence or information or argumentation to support claim of inadequate consideration.	Last day for appellants to submit in writing to Board of Trustees new evidence or information or argumentation to support claim of inadequate consideration.
February 1, 2024	Last date (per Union Agreement) for notification of non-reappointment for persons in the third, fourth, fifth, or sixth academic years of service.	Last date (per Union Agreement) for notification of non-reappointment for persons in the third, fourth, fifth, or sixth academic years of service.

Note: When a contractual or legal deadline falls on a weekend or holiday, the deadline becomes the following business day