

**FACULTY AND LIBRARIAN REAPPOINTMENT CALENDAR  
FIRST AND SECOND YEAR REAPPOINTMENTS & PART-TIME**

**NOTIFICATION DATE FOR NON-REAPPOINTMENT: APRIL 1, 2022**

<b>NO LATER THAN</b>	<b>FOR LIBRARIANS</b>	<b>FOR FACULTY</b>
January 25, 2022	All folders must be submitted to the Department Chairs.	All folders must be submitted to the Department Chairs.
February 8, 2022	Department Heads and other Supervisors evaluating probationary librarians complete required interviews and all necessary documentation for retention file for librarians and non-teaching professionals.	Departments complete required evaluations for reappointment file folders for faculty members.
February 15, 2022	Library Reappointment and Promotion Committee recommendations transmitted to Dean of Library Services.	Department Reappointment Committee recommendations transmitted to College Dean. Reappointment file folder must contain computer summaries of student evaluations, peer teaching evaluations, reappointment committee's summary evaluation and recommendations and materials submitted by candidate.
March 1, 2022	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 Dean's recommendation and evaluation assembled and transmitted by College Dean to Provost and Senior Vice President.
March 15, 2022	Provost and Senior Vice President transmits total University recommendation to President for his review.	Provost and Senior Vice President transmits total University recommendation to President for his review.
April 1, 2022	President notifies candidates for reappointment of his reappointment recommendations to Board of Trustees.	President notifies candidates for reappointment of his reappointment recommendations to Board of Trustees.
April 15, 2022	Last day for appellants to request personal interview with President.	Last day for appellants to request personal interview with the President.
April 29, 2022	President notifies appellants of outcome of appeal.	President notifies appellants of outcome of appeal.
May 13, 2022	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.
May 31, 2022	Last date (per Union Agreement) for notification of non-reappointment.	Last date (per Union Agreement) for notification of non-reappointment.

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