

**TEMPORARY FACULTY AND LIBRARIAN CALENDAR**

**TEMPORARY FULL-YEAR OR SPRING SEMESTER APPOINTMENT ONLY**

**NOTIFICATION DATE MAY 1, 2022**

<b>NO LATER THAN</b>	<b>FOR LIBRARIANS</b>	<b>FOR FACULTY</b>
March 3, 2022	Immediate supervisor completes required interviews and all necessary documentation for candidate's file.	Departments complete required evaluations and all necessary documents for candidate's folder.
March 17, 2022	Letters of evaluation and recommendation of Department Head sent to Dean of Library Services.	Chairperson forwards Department Reappointment Committee evaluations to College Dean. Candidate's file folder must contain one student evaluation, computer summary of student evaluations, one peer teaching evaluation, and Chairperson or Program Director's letters of evaluations and recommendations together with materials submitted by candidate.
March 31, 2022	Letters of evaluation and recommendations sent by Dean of Library Services to Provost and Senior Vice President.	After file folders are checked for completeness and inclusion of Department's recommendation, Dean forwards the file along with his/her letters of evaluation and recommendation to Provost and Senior Vice President.
April 14, 2022	Provost and Senior Vice President notifies candidates of decision to appoint depending on future needs of University.	Provost and Senior Vice President notifies candidates of intention to appoint depending on future needs of University.