

**PROFESSIONAL STAFF REAPPOINTMENT CALENDAR
THIRD, FOURTH AND FIFTH YEAR REAPPOINTMENTS
NOTIFICATION DATE FOR NON-REAPPOINTMENT: FEBRUARY 1, 2025**

NO LATER THAN	
October 21, 2024	Submission of reappointment recommendations to Provost and Senior Vice President or appropriate Division Vice President by appropriate Dean or Director.
November 8, 2024	Submission of recommendations to President by Human Resources on behalf of the Provost and Senior Vice President or appropriate Vice Presidents.
November 27, 2024	President or designee notifies candidates for reappointment of retention recommendations to Board of Trustees.
December 9, 2024	Last day for appellants to request personal interview with President.
January 10, 2024	President notifies appellants of outcome of appeal.
January 20, 2025	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, 2025	Last date (per Union Agreement) for notification of non-reappointment to professional staff in the third, fourth, and fifth years of service.

A candidate who has received a negative recommendation from a supervisor may request an interview with the next level supervisor to address the record.

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