**AAPPS 04.02.01**

**CALENDAR FOR EVALUATION AND REAPPOINTMENT**

**OF TENURE-TRACK FACULTY**

**2017-2018 ACADEMIC YEAR**

| **DATE DUE** | **DUE FROM** | **DUE TO** | **DESCRIPTION** |
| --- | --- | --- | --- |
| **10/2** | Chair/Director | Departmental/School PersonnelCommittee | Inform Departmental/School Personnel Committee of tenure-track faculty to be reviewed and of the current contract year. |
| **10/3 - 11/3** | Chair/Director | Departmental/School PersonnelCommittee | Meetings held to review tenure-track faculty who are in their **second contract** year. This is the first review of second year faculty; a more comprehensive review is required in the spring. **EVALUATION YEAR: 2017** |
| **11/9** | DepartmentalPersonnel Committee | Chair/Director | Submit recommendations for faculty in their **second contract** year. The recommendation shall be ‘Reappoint for One Year, Contract Conditions to be Determine’ or ‘Do Not Reappoint’. |
| **11/16** | Chair/Director | Dean | Submit form for reappointment of faculty in their **second** **contrac**t year.  |
| **11/21** | Chair/Director | 2nd Year Tenure-Track Faculty | Inform, in writing, each faculty member in their **second** **contract** year of reappointment action taken during the first review. |
| **11/22** | Dean | Provost  | Submit form for reappointment of faculty in their**second** **contrac**t year. |
| **12/15** | Provost  | 2nd Year Tenure-Track Faculty | Notify, in writing, each faculty member in their **second contract** year who will not be reappointed beyond 5/31 of the current academic year. |
| **1/2** | Chair/Director | Faculty | Annual Performance Evaluation of Faculty and Post-Tenure Review of all faculty begins and should be completed by **March 1**. Refer to AA PPS 02.04.10 |
| **1/3 - 1/31** | Chair/Director | Departmental/School PersonnelCommittee | Meetings held to review tenure-track faculty in their **first** **contract** year. **EVALUATION YEAR: 2017** |
| **2/5** | Departmental/School PersonnelCommittee | Chair/Director | Submit form for reappointment of faculty in their **first** **contract** year. The recommendation shall be ‘Reappoint for One Year’ or ‘Do Not Reappoint’. |
| **2/9** | Chair/Director | Dean | Submit form for reappointment of faculty in their **first contract** year.  |
| **2/14** | Chair/Director | 1st Year Tenure-Track Faculty | Inform each faculty member in their **first** **contract** year of reappointment action taken. |
| **2/19** | Dean | Provost  | Submit form for reappointment of tenure-track faculty in their **first** **contract** year. |
| **3/1** | Provost  | 1st Year Tenure-Track Faculty  | Notify, in writing, each faculty member in their **first contract** 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 should be complete. Refer to AA PPS 04.02.10 |
| **3/2 – 3/30** | Chair/Director | Departmental/School PersonnelCommittee | Meetings held to review tenure-track faculty in their **second contract** year or intheir **third or subsequent contract** year. **EVALUATION YEAR: 2017-2018** |
| **4/6** | Chair/Director | Dean | Chair shall submit a recommendation to the college dean regarding faculty members in the **second contract** year or in the **third or subsequent contract** year. The recommendation shall be "Reappoint for One Year" or "Reappoint with Terminal Contract." |
| **4/11** | Chair/Director | 2nd and 3rd or Subsequent Year Tenure-Track Faculty  | Inform each faculty member in their **second contract** yearor **third** **or subsequent contract** year of reappointment action taken.  |
| **4/17** | Dean | Provost  | Recommendations for reappointment of faculty in their **second contract** year or in the **third or subsequent contract year**. |
| **5/31** | Provost  | Faculty | Notice of terminal contract sent to faculty member. Employment is extended through 5/31 of the next academic year. |

Faculty Records 6/17