

**CALENDAR FOR EVALUATION AND REAPPOINTMENT  
OF TENURE-TRACK FACULTY [AA/PPS 04.02.01](#)  
2021-2022 ACADEMIC YEAR**

DATE DUE	DUE FROM	DUE TO	DESCRIPTION
10/1	Chair/Director	Departmental/ School Personnel Committee	Inform Departmental/School Personnel Committee of tenure-track faculty to be reviewed and of the current contract year.
10/4 - 10/31	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review tenure-track faculty who are in the <b>second contract</b> year. <u>This is the first review of second year faculty; a more comprehensive review is required in the spring.</u> <b>EVALUATION YEAR: 2021</b>
11/8	Departmental Personnel Committee	Chair/Director	Submit recommendations for faculty in the <b>second contract</b> year. The recommendation shall be 'Reappoint for One Year, Contract Conditions to be Determined' or 'Do Not Reappoint'.
11/15	Chair/Director	Dean	Submit form for reappointment of faculty in the <b>second contract</b> year.
11/19	Chair/Director	2nd Year Tenure-Track Faculty	Inform, in writing, each faculty member in the <b>second contract</b> year of reappointment action taken during the first review.
12/1	Dean	Provost	Submit form for reappointment of faculty in the <b>second contract</b> year.
12/15	Provost	2nd Year Tenure-Track Faculty	Notify, in writing, each faculty member in the <b>second contract</b> year who will not be reappointed beyond 5/31 of the current academic year.
1/3	Chair/Director	Faculty	Annual Performance Evaluation of Faculty and Post-Tenure Review of all faculty begins and should be completed by <b>March 1</b> . Refer to ( <a href="#">AA/PPS 04.02.10</a> )
1/3 - 1/28	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review tenure-track faculty in the <b>first contract</b> year. <b>EVALUATION YEAR: 2021</b>
2/1	Departmental/ School Personnel Committee	Chair/Director	Submit form for reappointment of faculty in the <b>first contract</b> year. The recommendation shall be 'Reappoint for One Year' or 'Do Not Reappoint'.
2/7	Chair/Director	Dean	Submit form for reappointment of faculty in the <b>first contract</b> year.

DATE DUE	DUE FROM	DUE TO	DESCRIPTION
2/14	Chair/Director	1st Year Tenure-Track Faculty	Inform each faculty member in the <b>first contract</b> year of reappointment action taken.
2/21	Dean	Provost	Submit form for reappointment of tenure-track faculty in the <b>first contract</b> year.
3/1	Provost	1st Year Tenure-Track Faculty	Notify, in writing, each faculty member in the <b>first contract</b> 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 ( <a href="#">AA/PPS 04.02.10</a> )
3/1 – 3/31	Chair/Director	Departmental/ School Personnel Committee	Meetings held to review tenure-track faculty in the <b>second contract</b> year or in the <b>third or subsequent contract</b> year. <b>EVALUATION YEAR: 2021-2022</b>
4/4	Chair/Director	Dean	Chair shall submit a recommendation to the college dean regarding faculty members in the <b>second contract</b> year or in the <b>third or subsequent contract</b> year. The recommendation shall be "Reappoint for One Year" or "Reappoint with Terminal Contract."
4/11	Chair/Director	2nd and 3 <sup>rd</sup> or Subsequent Year Tenure-Track Faculty	Inform each faculty member in the <b>second contract</b> year or <b>third or subsequent contract</b> year of reappointment action taken.
4/18	Dean	Provost	Recommendations for reappointment of faculty in the <b>second contract</b> year or in the <b>third or subsequent contract</b> 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 and Academic Resources 5/21