



REAPPOINTMENTSCHEDULE

For Professional Staff eligible for reappointment

November2021

<u>Date</u>	<u>Action</u>	<u>Duration</u>
November 1, 2021	Distribution of Reappointment Forms	
November 22, 2021	Candidate submits to Department Chair/Director <i>Candidates who have had more than one immediate supervisor during the period being evaluated must include prior evaluation. For details, see the instructions section of the Evaluation for Multiyear Contract packet.</i>	3 Weeks
December 6, 2021	Department Chair / Department Director's recommendation to the Dean	2 Weeks
<i>University Closed December 24, 2021–January 1, 2022</i>		
January 3, 2022	Dean's / Director's recommendation to the Vice President	3 Weeks
January 17, 2022	Vice President's recommendation to the President with copy to the candidate	2 Weeks
January 31, 2022	President's recommendation to the Board of Trustees with copy to the candidate	2 Weeks
February 22, 2022	Board of Trustees act on President's recommendation for reappointment	3 Weeks

*Please be advised that, the Board of Trustees can only act on those persons recommended for reappointment by the President of the University. If the President does not reappoint a candidate, his or her name is not brought before the Board of Trustees and the reappointment process ends at the President's level.