



REAPPOINTMENT SCHEDULE

Professional Staff eligible for reappointment

Duration between all steps is TWO WEEKS

February 2024

February 1, 2024	Distribution of Reappointment Forms
February 15, 2024	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>
February 29, 2024	Department Chair / Department Director's recommendation to the Dean
March 14, 2024	Dean's / Director's recommendation to the Vice President
March 28, 2024	Vice President's recommendation to the President with copy to the candidate
April 11, 2024	President's recommendation to the Board of Trustees with copy to the candidate
April 15, 2024	Board of Trustees act on President's recommendation

*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.