

REAPPOINTMENT SCHEDULE
for
AFT Professional Staff & Librarians eligible
for reappointment
2024-2025

<u>Date</u>	<u>Action</u>	<u>Duration</u>
November 1	Email notification and distribution of Reappointment Forms.	
November 22	Candidate submits the evaluation form to department Chair/Director. For Multi Reappointments: Candidates who have had more than one immediate supervisor during the period being evaluated must include prior evaluations. For details, see the Instruction section of the Evaluation for Multiyear Reappointment packet.	3 Weeks
December 6	Department Chair/Department Director's recommendation to the Dean.	2 Weeks
<i>University Closed December 25, 2024-January 1, 2025</i>		
January 3	Dean/Director recommendation to the Vice President.	3 Weeks
January 17	Vice President's recommendation to the President with a copy to the candidate.	2 Weeks
January 31	President's recommendation to Board of Trustees with a copy to the candidate.	2 Weeks
February 21	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.