

**FACULTY AND LIBRARIAN REAPPOINTMENT CALENDAR  
THIRD, FOURTH, FIFTH, and SIXTH YEAR REAPPOINTMENTS**

**NOTIFICATION DATE FOR NON-REAPPOINTMENT: FEBRUARY 1, 2025**

<b>NO LATER THAN</b>	<b>FOR LIBRARIANS</b>	<b>FOR FACULTY</b>
September 16, 2024	All folders must be uploaded in the system to the Department Heads.	All folders must be uploaded in the system to the Department Chairs.
September 30, 2024	Department Heads and other Supervisors evaluating probationary librarians complete required interview and necessary documentation for reappointment file for librarians and non-teaching professionals.	Departments complete required evaluations for reappointment file folders.
October 14, 2024	Library Reappointment and Promotion Committee recommendations transmitted to Dean of Library Services.	Department Reappointment Committee recommendations transmitted to College Dean along with all materials submitted by candidate.
October 28, 2024	All evaluation interviews completed and required written recommendations plus necessary documents sent by Dean to Provost and Senior Vice President.	After checking reappointment file folders for completeness, department recommendations including the Dean's recommendation and evaluation assembled and transmitted by College Dean to Provost and Senior Vice President.
November 11, 2024	Provost and Senior Vice President transmits total University recommendation to President for review.	Provost and Senior Vice President transmits total University recommendation to President for review.
November 25, 2024	President notifies candidates for reappointment of the recommendations to Board of Trustees.	President notifies candidates for reappointment of the recommendations to Board of Trustees.
December 9, 2024	Last day for appellants to request personal interview with President.	Last day for appellants to request personal interview with President.
January 13, 2025	President notifies appellants of outcome of appeal.	President notifies appellants of outcome of appeal.
January 20, 2025	Last day for appellants to submit in writing to Board of Trustees new evidence or information or argumentation to support claim of inadequate consideration.	Last day for appellants to submit in writing to Board of Trustees new evidence or information or argumentation to support claim of inadequate consideration.
February 1, 2025	Last date (per Union Agreement) for notification of non-reappointment for persons in the third, fourth, fifth, or sixth academic years of service.	Last date (per Union Agreement) for notification of non-reappointment for persons in the third, fourth, fifth, or sixth academic years of service.

Note: When a contractual or legal deadline falls on a weekend or holiday, the deadline becomes the following business day