

**TEMPORARY FACULTY AND LIBRARIAN CALENDAR
TEMPORARY FULL-YEAR OR SPRING/FALL SEMESTER ONE-SEMESTER
APPOINTMENT ONLY**

NOTIFICATION DATE: APRIL 1, 2025

NO LATER THAN	FOR LIBRARIANS	FOR FACULTY
January 27, 2025	All folders must be uploaded in the system to the Department Heads.	All folders must be uploaded in the system to the Department Chairs.
February 10, 2025	Department Heads and other Supervisors evaluating probationary librarians complete required interviews and all necessary documentation for retention file for librarians and non-teaching professionals.	Departments complete required evaluations for reappointment file folders for faculty members.
February 17, 2025	Library Reappointment and Promotion Committee recommendations transmitted to Dean of Library Services.	Department Reappointment Committee recommendations transmitted to College Dean. Reappointment file folder along with all materials submitted by candidate.
March 3, 2025	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 Dean's recommendation and evaluation assembled and transmitted by College Dean to Provost and Senior Vice President.
March 17, 2025	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.
April 1, 2025	President notifies candidates of intention to appoint depending on future needs of the University.	President notifies candidates of intention to appoint depending on future needs of the University.

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