CALENDAR OF REAPPOINTMENT ACTIVITIES FOR FIRST YEAR, FULL-TIME PROBATIONARY FACULTY MEMBERS
2021-2022
updated

	Activity	Completion Date
1.	Faculty member prepares a portfolio that includes a statement of teaching interest, current research, scholarly activity and description of research plan for the next academic year to the Department Chair or Chair of the ARTP Committee.	**Sept. 3 (Fri.) – Nov. 29 (Mon.) 2021**
a.	The Department Chair or Chair of the ARTP Committee arranges for student evaluations and faculty (peer) observations in at least two different courses (or two different sections, if one course is taught.) **These evaluations shall not occur before the ninth (9th) week of the semester (Nov. 3, 2021).**	
2.	School or Department ARTP Committee reviews and discusses portfolio and prepares a statement regarding the faculty member's teaching performance and research agenda. Statement is placed in portfolio. School or Department ARTP Committee forwards portfolio to the Department Chair or Chair of the ARTP committee.	**Dec. 6, 2021 (Mon.)**
3.	Department Chair or Chair of the ARTP committee prepares summary statement and meets with candidates. Department Chair or Chair of the ARTP committee submits portfolio of all first year faculty members to Dean of the College.	**Dec. 13, 2021 (Mon.)**
4.	Dean compiles the portfolios and submits to Provost/Vice President for Academic Affairs.	**Jan. 7, 2022 (Fri.)**
5.	Provost/Vice President for Academic Affairs makes recommendation to the President regarding reappointment.	**Jan. 24, 2022 (Mon.)**
6.	Last day for filing substantive appeal to the President.	**Feb. 7, 2022 (Mon.)**
7.	President forwards nomination to Board of Trustees Academic Policy and Personnel Committee and sends written notification of this nomination to candidate.	**Feb. 15, 2022 (Tues.**)
8.	Board receives nomination from its Academic Policy and Personnel Committee and takes action.	**Mar. 7, 2022 (Mon.)**
9.	Last day for formal notification by Board of Trustees to candidate for reappointment.	**Mar. 21, 2022 (Mon.)**