

Faculty Handbook, updated March 2022

Schedule of Reappointment/Annual Review or Nonreappointment of Lecturers and Clinical Assistant Professors (Beyond Their First Year of Employment)

10/1	Faculty member submits teaching portfolio review materials to the department/school chair.
10/2	Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee.
11/1	Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.
11/2	Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair.
11/3	Department/school chair submits materials from faculty member for evaluation to department/school committee.
11/17	Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member.
12/1	Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member. Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.
12/15*	<ol style="list-style-type: none">1. If the evaluation is positive and the dean's determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.2. If the decision by the dean is not to retain the lecturer or clinical assistant professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.3. Lecturers and clinical assistant professors considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.
1/15	Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.
2/1	Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final.

*Mandated by policy

Schedule of Reappointment/Annual Review or Nonreappointment of Senior Lecturers and Master Lecturers and Clinical Associate Professors and Clinical Professors (Beyond Their First Year of Employment) Not Undergoing a Teaching Portfolio Review (required every 3 years) or an In-Depth Review (required every 6 years)

11/1	Faculty member submits materials for evaluation and decision to the department/school chair.
12/1	Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, providing a copy to the faculty member.
12/15*	Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs. <ol style="list-style-type: none">1. If the evaluation is positive and the dean's determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.2. If the decision by the dean is not to retain the senior lecturer, master lecturer, clinical associate professor, or clinical professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.

3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors considered for promotion in a given year will not undergo a separate annual evaluation in that same year.

- 1/15 Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.
- 2/1 Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final.

*Mandated by policy

Schedule of Reappointment/Annual Review or Nonreappointment of Senior Lecturers, Master Lecturers, Clinical Associate Professors, and Clinical Professors (Beyond Their First Year of Employment) Undergoing a Teaching Portfolio Review (required every 3 years) But Not Undergoing an In-Depth Review (required every 6 years)

- 10/1 Faculty member submits teaching portfolio review materials to the department/school chair.
- 10/2 Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee.
- 11/1 Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.
- 11/2 Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair.
- 12/1 Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, providing a copy to the faculty member.
- 12/15* Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.
1. If the evaluation is positive and the dean's determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.
 2. If the decision by the dean is not to retain the senior lecturer, master lecturer, clinical associate professor or clinical professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.
 3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors considered for promotion in a given year will not undergo a separate annual evaluation in that same year.
- 1/15 Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.
- 2/1 Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final.

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Schedule of Reappointment/Annual Review or Nonreappointment of Senior Lecturers, Master Lecturers, Clinical Associate Professors, and Clinical Professors (Beyond Their First Year of Employment) Undergoing an In-Depth Review

- 10/1 Faculty member submits teaching portfolio review materials to the department/school chair.
- 10/2 Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee.
- 11/1 Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.
- 11/2 Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair.
- 11/3 Department/school chair submits materials from faculty member for evaluation to department/school committee.
- 11/17 Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member.
- 12/1 Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member.
- 12/15* Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.
1. If the evaluation is positive and the dean's determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.
 2. If the decision by the dean is not to retain the senior lecturer, master lecturer, clinical associate professor or clinical professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.
 3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.
- 1/15 Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.
- 2/1 Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final.

*Mandated by policy