

Workflow Step, Reappointment Schedule Comparison

Reappointment of Probationary-Term Faculty Members Timeline*

Action	9 Month Faculty Deadline	12 Month Faculty Deadline	Approx. Time Allotted for Decision
PAD due to Tenure Committee for reappointment decision	3 rd Tuesday in January	4 th Tuesday in February	
Committee recommendation to unit administrator	2 nd Tuesday in February	3 rd Tuesday in March	3 weeks
Unit administrator recommendation to Dean (if applicable)	1 st Tuesday in March	2 nd Tuesday in April	3 weeks
Dean recommendation to VCAA or VCHS	Last Tuesday in March	1 st Tuesday in May	3 weeks
VCAA or VCHS decision	Last Tuesday in April	1 st Tuesday in June	4 weeks

Case is started in December and **Step 0** is initiated.

As each section of the PAD is submitted the Chair/Unit Administrator will be notified. The Chair or Unit/Admin should complete the electronic form confirming the PAD is completed in **Step 1** and forward the case to **Step 2** by the 4th Tuesday in February.

Step 2 - Tenure Committee completes recommendation and forwards the case to **Step 3**.

Step 3 – Unit Administrator completes recommendation and forwards the case to **Step 4**.

Step 4 – Dean completes recommendation and forwards the case to **Step 5**.

In the last case step, Division level (or College level for BSOM) personnel representatives will extract materials from the case to share with the appropriate leadership and all further reviews and decisions will occur outside of Faculty180 Reviews. Division/College level personnel representatives will **close** the case.