*This process is completed annually to process Appointment Forms for non-tenured faculty members including tenure-track Faculty members who have not yet reached tenure status.*

1. Diane Gagel will notify Faculty Administrator when reappointments have been processed in the Faculty Database
2. Faculty Administrator runs and prints the following from the Faculty Database
   1. Re-appointment Status Report for Primary appointments
   2. Re-appointment Status Report for Joint appointments
3. Faculty Administrator reviews reports for accuracy of reappointment status (i.e. remove reappointment board actions for anyone not renewed, ensure appointment types are accurate, ensure start dates for 9, 10, 11-month appointments are correct, etc.)
4. Faculty Administrator and Associate Dean review appointment forms together to catch any additional errors
5. Faculty Administrator updates Reappointment Memo and compiles appropriate forms
   1. Reappointment Memo – update the dates on the memo including the due date
   2. Compile attachments listed on the memo for each department (listed below)
      1. Guidelines for Processing Faculty Reappointments
      2. Reappointment Status Report Non-Tenured Faculty
      3. Joint Reappointment Status Report
      4. Notice of Primary Academic Appointment and Assignment Forms
6. Faculty Administrator sends email to Department Chairs, AAs, and copies Associate Dean advising of the process
7. Faculty Administrator provides hard-copy of forms to AA for each department
8. Once completed appointment forms are received, Faculty Administrator presents them to the Dean for signature
9. Forms with faculty and Dean signature delivered to Charlotte Baker for approval by Provost
   1. Be sure to either scan or make a copy in case originals are misplaced
10. Forms with Provost signature will be returned to Faculty Administrator and should be filed in each faculty member’s Standard Personnel File (SPF)