

**PROFESSIONAL STAFF REAPPOINTMENT CALENDAR
FIRST & SECOND YEAR FULL-TIME, AND PART-TIME REAPPOINTMENT**

NOTIFICATION DATE FOR NON-REAPPOINTMENT: APRIL 1, 2024

NO LATER THAN	
March 1, 2024	Submission of reappointment recommendations to Provost and Senior Vice President or Division Vice President by appropriate Dean or Director.
March 15, 2024	Submission of recommendations to President by Human Resources on behalf of the Provost and Senior Vice President or appropriate Vice President.
April 1, 2024	President or designee notifies candidates for reappointment of recommendation to Board of Trustees.
April 17, 2024	Last day for appellants to request personal interview with President.
May 1, 2024	President notifies appellants of outcome of appeal.
May 15, 2024	Last day for appellants to submit in writing to Board of Trustees new evidence or information or argumentation to support claim of inadequate consideration.
May 30, 2024	Last date (per Union Agreement) for notification of non-reappointment for PT, first and second year reappointment.

A candidate who receives a negative recommendation from a supervisor may request an interview with the next level supervisor to address the record.

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