

**TEMPORARY FACULTY AND LIBRARIAN CALENDAR  
TEMPORARY FULL-YEAR OR SPRING SEMESTER APPOINTMENT ONLY**

**NOTIFICATION DATE: APRIL 1, 2024**

<b>NO LATER THAN</b>	<b>FOR LIBRARIANS</b>	<b>FOR FACULTY</b>
January 25, 2024	All folders must be uploaded in the system to the Department Heads.	All folders must be uploaded in the system to the Department Chairs.
February 8, 2024	Department Heads and other Supervisors evaluating probationary librarians complete required interviews and all necessary documentation for retention file for librarians and non-teaching professionals.	Departments complete required evaluations for reappointment file folders for faculty members.
February 15, 2024	Library Reappointment and Promotion Committee recommendations transmitted to Dean of Library Services.	Department Reappointment Committee recommendations transmitted to College Dean. Reappointment file folder along with all materials submitted by candidate.
March 1, 2024	All evaluation interviews completed and required written recommendations plus necessary documents sent by Dean to Provost and Senior Vice President.	After checking reappointment file folders for completeness, department recommendations including Dean's recommendation and evaluation assembled and transmitted by College Dean to Provost and Senior Vice President.
March 15, 2024	Provost and Senior Vice President transmits total University recommendation to President for review.	Provost and Senior Vice President transmits total University recommendation to President for review.
April 1, 2024	President notifies candidates of intention to appoint depending on future needs of the University.	President notifies candidates of intention to appoint depending on future needs of the University.

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