

**2023-2024 Timeline for Performance Review & Reappointment
for FT Term and Teaching Specialists**

***DEADLINES MAY CHANGE DUE TO CIRCUMSTANCES**

(Faculty Handbook, Part III, Section 3)

Deadlines	FT TERM & TEACHING SPECIALISTS REVIEW & REAPPOINTMENT (Part III Section 3.1.0) of Faculty Handbook
02/29/2024	Candidate provides self-evaluation, current vita, syllabi, etc. for the file.
03/08/2024	Department Chair encourages all tenured faculty in the department to write a letter.
03/22/2024	Department Chair visits at least one class, summarizes the file and work of faculty member in a letter (which includes recommendation for reappointment) and shares it with the faculty member.
03/29/2024	Department Chair sends the letter to the Division Head.
04/12/2024	Division Head visits class or other teaching activity and sends her or his letter regarding reappointment to the academic dean. Note: The Division Head can visit class or other teaching activity and visit the candidate before receiving the reappointment letter.

Deadlines	ONE-YEAR VISITING FACULTY REVIEW TIMELINE (optional)
02/29/2024	Candidate provides self-evaluation, current vita, syllabi, etc. for the file.
03/08/2024	Department Chair summarizes the file and work of faculty member in a letter and shares it with the faculty member.
03/22/2024	Department Chair shares the letter with the Division Head.
04/05/2024	Department Chair sends the final letter to the academic dean's office.

Candidates for review in 2023-2024

Teaching Specialists:

Tiana Brownen
Caroline Frias
Marisa Mayo
Kellie Motter
Craig Peck

Visiting Faculty (optional):

Henry Tarco Carrera
Steven Heffner
~~Ram Joshi~~
Chandra Keairnes