Standard Operating Procedure for Annual Faculty Reappointment Process

Revised Nov 2021

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) Campus Information Technology Services personnel notify CHS Faculty Administrator when reappointments have been processed in the Faculty Database
2) CHS Office of Faculty Advancement (OFA) staff runs and prints the following from the Faculty Database
   a. Re-appointment Status Report for all current appointments (Primary, Joint, Adjunct, Part-time)
3) OFA Staff sends information to Department Chairs to determine which faculty are to be reappointed.
   a. If reappointment is not desired, OFA staff deletes the Board Action
4) After incorporating this information, Faculty Administrator and Associate Dean review 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.)
5) OFA Staff updates Reappointment Memo for those being reappointed and compiles appropriate forms
   a. Reappointment Memo – update the dates on the memo including the due date
   b. Compile attachments listed on the memo for each department (listed below)
      i. Guidelines for Processing Faculty Reappointments
      ii. Reappointment Status Report Non-Tenured Faculty
      iii. Joint Reappointment Status Report
      iv. Notice of Primary Academic Appointment and Assignment Forms (E02)
6) OFA Staff sends email to faculty with the E02 for signature
7) Once completed appointment forms are received, OFA Staff presents them to the Dean for signature
8) Signed forms are scanned and submitted to Faculty Resource Coordinator for approval by Provost
9) Forms with Provost signature will be returned to CHS OFA and will be filed in each faculty member's Standard Personnel File (SPF)