

**NEW YORK UNIVERSITY TANDON SCHOOL OF ENGINEERING  
GUIDELINES FOR FULL-TIME CONTINUING CONTRACT FACULTY: APPOINTMENT,  
REAPPOINTMENT, PROMOTION AND VOTING RIGHTS<sup>1</sup>**

Revision from the Guidelines dated Nov. 15, 2017

Approved by Tandon Faculty in June 2022

Pending review by the NYU Faculty Senators Council  
and approval by the Provost

Working document from September 1, 2022 while under review

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<sup>1</sup> These guidelines are revised from the Guidelines dated Nov. 15, 2017. The original guidelines include a section regarding the grievance procedures. The grievance procedures are now described in a standalone document and the content therein remains the same as in the Guideline dated Nov. 15, 2017.

## **I. INTRODUCTION**

This document identifies the policies and procedures governing the appointment, review, reappointment, promotion, and voting rights of Full-Time Continuing Contract Faculty of Tandon School of Engineering (TSOE). As with all NYU policies, these guidelines are subject to change; the policies in effect at the time of the action apply. This policy implements the University Guidelines for Full-Time Continuing Contract Faculty appointments, reappointments, promotions, and performance assessments and the general principles set forth therein. If any part of this Policy is found to be inconsistent with NYU policies, the NYU policies then in effect will take precedence.

As articulated in the University Guidelines for Full-Time Continuing Contract Faculty Appointments:

“Appointment processes for Continuing Contract Faculty shall reflect the University’s overriding commitment to enhance academic excellence and to provide students with the best available educational experience. Thus, each Continuing Contract Faculty appointment and reappointment shall be evaluated in the light of the contribution it makes to the distinct excellence of the school including its educational and training programs, and shall exemplify the University’s commitment to appoint and retain the best Faculty in all disciplines.”

Furthermore, all actions taken under these guidelines shall be performed in good faith.

## **II. SCOPE**

Continuing Contract Faculty titles include:<sup>2</sup>

- Industry Professor series: Full-time Faculty members with relevant professional or teaching experience.
  - Industry Assistant Professor,
  - Industry Associate Professor,
  - Industry (Full) Professor.
- Lecturer series: Full-time Faculty members whose primary responsibility is teaching.
  - Lecturer,
  - Associate Senior Lecturer,
  - Senior Lecturer.

Continuing Contract Faculty positions are non-tenure and are typically multi-year. Duties are primarily teaching. Additional duties may vary with individual appointments. Continuing Contract Faculty may also participate in University service and program development. These guidelines apply to Continuing Contract Faculty as they are defined in NYU Bylaws 87.

## **III. VOTING RIGHTS OF CONTINUING CONTRACT FACULTY**

1. Voting members of the NYU Tandon School of Engineering Faculty are defined as: all Tenured and Tenure-Track Faculty and all members of the Continuing Contract Faculty.
2. The NYU Tandon School of Engineering Faculty will continue the prevailing practice of holding joint meetings of its Tenured and Tenure-Track Faculty and Continuing Contract Faculty. The voting members will be able to vote on all matters that come to this Faculty body. However, upon request

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<sup>2</sup> Criteria for initial appointment and promotion to various ranks are included in Appendix A.

of any voting member and on any matter under consideration, the Faculty may separately poll and record the votes of the Tenured and Tenured-track Faculty, and the Continuing Contract Faculty. The results of these polls are advisory and intended to inform the voting Faculty of the separate viewpoints and concerns of the two Faculty groups.

3. Both the Speaker-Elect and the Secretary positions on the Faculty Executive Committee (FEC) are open to all voting members of the Faculty. The roles of Speaker and Secretary are defined in the NYU School of Engineering Faculty Bylaws. Furthermore, the Continuing Contract Faculty Senator is a member of the FEC.
4. In the election for the Tenure and Promotion Committee members, only the Tenured and Tenure Track Faculty are eligible to vote. For other committee positions requiring nominations and elections, all voting members are eligible to vote. Only the Tenured and Tenure-Track Faculty may elect members of the Tenured and Tenure-Track Faculty Senators Council and only the Full-Time Continuing Contract Faculty may elect members of the Full-Time Continuing Contract Faculty Senators Council.
5. Continuing Contract Faculty will be represented in each of the following standing committees of the Faculty: Nominations and Elections Committee, Financial Policies Committee, Faculty Grievance Committee, and Student Affairs Committee. Each committee except the Faculty Grievance Committee will consist of two Tenured and Tenure-Track Faculty at any rank and one Continuing Contract Faculty at any rank. The Faculty Grievance Committee will include three Tenured Full Professors and two Industry Full Professors or Senior Lecturers. All voting Faculty, regardless of whether they are Continuing Contract Faculty or Tenured and Tenure-Track Faculty, vote for all candidates for all committees listed in this paragraph. In the annual election for each committee, the number of open positions in each Faculty body (respectively Tenured and Tenure-Track and Continuing Contract Faculty) will be announced and the elections will be conducted by secret ballot. The candidates receiving the highest numbers of votes within each Faculty body will serve on the committee.
6. For matters of appointment, reappointment, and promotion, “voting members” and “voting Faculty” are defined as follows. All Tenured, Tenure-Track, and Continuing Contract Faculty are voting members for evaluating initial appointments of Continuing Contract Faculty at any rank; All Tenured Faculty, Industry Full Professors, Senior Lecturers, Industry Associate Professors, Associate Senior Lecturers are voting members for considering reappointments of Industry Assistant Professors and Lecturers and promotions to Industry Associate Professor and Associate Senior Lecturer positions; all Tenured Faculty, Industry Full Professors, and Senior Lecturers are voting members for considering reappointments of Industry Associate Professor and Associate Senior Lecturer positions and promotions to Industry Full Professor and Senior Lecturer positions. Finally, all Tenured Faculty, Industry Full Professors, and Senior Lecturers are voting members for consideration of reappointments of Industry Full Professors and Senior Lecturers, except those who are being considered for reappointment. This is summarized in the table below. Furthermore, Continuing Contract Faculty are not voting members for the evaluation of appointments, reappointments, promotions, tenure, or policies pertaining to Tenured or Tenure-Track Faculty.

For consideration of	Voting members
Appointments of Continuing Contract Faculty at any rank	All Tenured, Tenure-Track, and Continuing Contract Faculty at any rank

Reappointments of Industry Assistant Professors and Lecturers and promotions to Industry Associate Professor and Associate Senior Lecturer	All Tenured Faculty, Industry Full Professors, Senior Lecturers, Industry Associate Professors, Associate Senior Lecturers
Reappointments of Industry Associate Professors and Associate Senior Lecturers and promotions to Industry Full Professor and Senior Lecturer	All Tenured Faculty, Industry Full Professors, Senior Lecturers
Reappointments of Industry Full Professors and Senior Lecturers	All Tenured Faculty, Industry Full Professors, Senior Lecturers (except those who are being considered for reappointment)

#### IV. APPOINTMENT AND REAPPOINTMENT

All initial appointments and reappointments of Continuing Contract Faculty are made by the Dean following the recommendation of the Department Chair and the Department appointment or reappointment committee. The initial appointment letter and any reappointment letters from the Dean shall define the initial salary and term of appointment, as well as the expected duties of the appointee. While initial appointments may be limited to one or two years, reappointment terms of three years for Assistant and Associate Industry Professors and Lecturers and Associate Senior Lecturers, and five years for Industry Full Professors and Senior Lecturers may be appropriate. The Dean will provide a rationale to the Provost for any one-year appointments as part of the annual Faculty hiring plan. In general, the reappointment period will not be reduced at the time of reappointment, except in exceptional circumstances.

Continuing Contract Faculty can be involved in the initial Faculty appointment process through participation in search committees, participation in the interview process, and consultation on candidates. The specific roles of Continuing Contract Faculty in the Faculty appointment process shall be determined by the academic Department. However, only Tenured and Tenure-Track Faculty vote on the hiring of Tenured and Tenure-Track Faculty.

Continuing Contract Faculty should be provided with advance notice of reappointment decisions as follows:

1. An individual with a current contract of less than three years will be notified of the reappointment decision no later than 180 days prior to the termination date of the current contract. The term of reappointment will commence immediately upon the expiration of the current contract. If a reappointment is not offered, the individual's current contract will terminate on its expiration date.
2. An individual with a current contract of three or more years will be notified of the reappointment decision one year before the expiration of the current contract. The term of reappointment will commence immediately upon the expiration of the current contract. If a reappointment is not offered, the individual's current contract will terminate on its expiration date.

Where a position is to be eliminated at the end of the contract term and there is no similar position open, there is no reappointment process; however, the faculty member may request a performance review for career development to be conducted within a time framework specified by the school.

## V. REAPPOINTMENT REVIEW

**Statement of principles.** Each reappointment beyond the third year of continuous service requires a formal review. The process for this review shall be conducive to ensuring that each candidate for reappointment (“Candidate”) exhibits the highest level of performance and achievement in his or her assignments, whether in teaching, research, scholarship or in other duties. Review for reappointment shall consider curricular and structural changes in academic programs.

**Review process.** This process distinguishes between reappointments prior to and beyond three years of continuous service from initial appointment.

### **A. Reappointment Continuing Beyond the Third Year of Continuous Service from Initial Appointment.**

The formal review process described in this section applies to Faculty whose reappointment will continue beyond the third year of continuous service from initial appointment.

#### 1. Schedule of Reappointment

Depending on the years of service and current contract duration, the reappointment review schedule differs as follows:

- a. For Faculty who have a current contract of three or more years, the review shall begin in the penultimate year of the current contract, and the Candidate will be notified of the reappointment decision no later than one year before the end of the current contract (see schedule in Appendix B.1).
- b. For Faculty whose current contract is shorter than three years and would have completed three or more years of continuous service by the end of the current contract, the review shall begin in the first semester of the last year of the contract, and the Candidate will be notified of the reappointment decision no later than 180 days prior to the end of the current appointment contract (see schedule in Appendix B.2).

Candidates under this section A.1. whose performance merits reappointment shall be considered for reappointment for a duration up to five years, equal to or exceeding the duration of their prior appointments, except in exceptional circumstances. In no case will a series of one-year contracts exceed 3 years. Candidates are eligible for five-year reappointment contracts at all ranks only if they have been at NYU for at least six years and have had at least one prior contract renewal at NYU. The term of reappointment will commence immediately upon the expiration of the current contract. If reappointment is not offered, the individual’s current contract will terminate on its expiration date.

#### 2. Reappointment Review Process

The formal review process shall proceed as follows:

- a. The Department Chair will request from the Candidate the submission of the required material by a deadline set by the Dean’s office (see Appendix B). Candidates who cannot meet the deadline but still wish to be considered for reappointment must consult the Department Chair.
- b. A reappointment committee (“Committee”) will be formed by the Department Chair of the Department in which the Candidate’s primary appointment resides. The Committee shall include two or more of such Department’s members, including at least one tenured Faculty member and at least one Continuing Contract Faculty member who is eligible to vote for the case as described in Sec. III. The Department Chair shall appoint one member of the Committee as Chair. In Departments without a sufficient number of eligible Faculty members (excluding the Department

- chair), the department Chair should appoint such Faculty members from other Departments of the school to serve on the Committee, in consultation with the Chairs of such other Departments.
- c. Teaching observation and feedback should be conducted for all Faculty following TSOE guidelines, for providing continuous feedback to Faculty for improvement in teaching effectiveness. The Department Chair should arrange a teaching observation as part of the review. The Department Chair can waive the required teaching observation for Faculty members at the rank of Industry full Professor or Senior Lecturer who have demonstrated sustained excellence in teaching. The rationale for waiving the teaching observation should be stated in the Chair's recommendation letter.
  - d. The reappointment Committee will review the dossier from the Candidate and the teaching observation reports, and prepare a written report. The report will summarize and evaluate the evidence of accomplishment, noting areas that require improvement. The report should make a recommendation as to reappointment and length of reappointment. The report can also recommend a promotion if the review has determined that the Candidate meets the criteria for promotion. The report shall be prepared by the Chair of the Committee. All members of the Committee must read and sign the report before it is submitted to the Department. The report should represent the collective judgment of the Committee. In the event the recommendation of the Committee members is not unanimous, the report shall include the vote results, and the bases for the recommendations both to appoint and not reappoint the Candidate.
  - e. The review should assess:
    - i. Teaching: Whether the Candidate demonstrates high quality in all aspects of teaching (e.g., syllabus design; current knowledge of subject; assignments and examinations; classroom teaching; curriculum revision to reflect the current state-of-the-art; supervision of theses and independent studies; mentoring and guidance of students; and encouragement of innovation, invention and entrepreneurship.) Excellence in teaching is the primary review criteria for Continuing Contract Faculty whose primary duties are teaching.
    - ii. Curricular and career advising (if these are part of the Candidate's duties as assigned by the Department Chair): Whether the Candidate demonstrates responsibility and high quality in advising student cohorts outside the classroom as assigned by the Department Chair.
    - iii. Service: Whether the Candidate demonstrates responsibility in conducting Department, school, and university service.
    - iv. Research and Scholarship (if these are part of the Candidate's duties as outlined in the Candidate's current contract): Whether the Candidate demonstrates innovation, quality, and impact in research and scholarship.
    - v. Creative and Performing Arts (if these are part of the Candidate's duties as outlined in the Candidate's current contract): Whether the Candidate demonstrates innovation and impact in conducting Creative and Performance arts.
    - vi. Criteria for the review should reflect specific job duties as outlined in the Candidate's letter of appointment. The Department Chair should also consider the continued relevance of the appointment in terms of curricular and other needs, in recommending reappointments. Even in those cases in which a Candidate satisfies the appropriate standards of achievement, the decision to reappoint or promote may be impacted by curricular and structural changes and improvements in academic programs. However, curricular or structural changes to a program do not automatically mean a denial of reappointment. In the case of changes to curriculum or program structure, the reappointment review will also focus on whether the Candidate would be able to teach in the revised curriculum and/or new academic structure and if so, in what capacity.
  - f. Department evaluation and voting: The Candidate's submitted material, the teaching observation reports, and the report of the Department reappointment Committee shall be distributed to the voting Faculty at least one week prior to Department discussion and voting. The voting members should be determined based on Sec. III. The formal vote of the voting Faculty must be by secret ballot. The voting options are Yes, No, Abstain.

- g. The Department Chair will write a letter to the Dean that summarizes the Department discussion and includes the Department vote as well as his or her own recommendation for or against reappointment (and promotion where appropriate). If the recommendation is negative, the rationale should be detailed. The letter should state the number of eligible voters in the Tenured and Tenure-Track Faculty and Continuing Contract Faculty, respectively, and report the results of the voting. The recommendations of the review Committee, the voting Faculty and the Department Chair are all advisory to the Dean.
- h. After receiving the Department report and the Chair's recommendation, the Dean will make the final decision regarding reappointment, promotion or both. In the case of a Dean's recommendation contrary to that of the Department, the Dean will provide the Department Chair with the reasons. The Department Chair will then have ten working days in which to provide further information or counter-argument. The Candidate will be notified in writing of the Dean's final decision before the deadline stated elsewhere in this document.
- i. Along with the Dean's decision letter, a review summary prepared and signed by the Department Chair, and approved by the Dean or Dean's delegate, should be included. This summary must cover both strengths and weaknesses of the Candidate's performance.
- j. In the case of a positive reappointment decision, the Dean's decision letter will be in the form of a reappointment letter, which will also outline the main duties and expectations for the reappointment period. The letter must also include the following sentences: Regardless of the merits for reappointment/promotion at this time, this letter does not constitute a guarantee of future reappointment. Candidates will be judged for reappointment/promotion in the future according to the conditions and standards in effect at the time of their next review, and the curricular needs. I have read this letter and understand its content.
- k. In the case of a negative decision, the Dean's Decision letter should summarize the reasons. Even in those cases in which a Candidate satisfies the appropriate standards of achievement, the decision to reappoint or promote may be impacted by curricular and structural changes and improvement in academic programs. In this case, the basis for non-reappointment should be clearly stated in the letter.
- l. The Chair should schedule a meeting with the Candidate to discuss the content of the review summary soon after the Dean notifies the Candidate of the reappointment decision. If the decision is to reappoint and the candidate accepts the reappointment terms, the Candidate must sign the reappointment letter to indicate that they have read it, understand its content, and accept the reappointment. The signed letter must be returned to the Dean's office.
- m. If the decision is not to reappoint or promote after a formal review and the faculty is eligible for grievance as defined in the Grievance Procedure for Continuing Contract Faculty (Appendix E of Tandon Faculty Bylaws), the Faculty can submit a grievance to the Dean, following the process described in the Grievance Procedure for Continuing Contract Faculty.

### 3. Materials to be submitted by the Candidate

The Candidate should submit the following material through NYU's online system for Faculty review:

- a. A current CV;
- b. A statement of academic activities, which should highlight major accomplishments in the current appointment term and future plan. The statement should be limited to 3 pages;
- c. Copies of annual Faculty Activity Reports available for the current appointment term;
- d. All student course evaluations available for the current appointment term including the comments sections;
- e. Course syllabi for courses taught for the current appointment term.

### 4. Materials to be submitted by the Department

The Department should submit the following material through NYU's online system for Faculty review:

- a. The teaching observation reports for the appointment term;
- b. The reappointment Committee report, signed by all Committee members;
- c. The Department Chair's letter to the Dean, including the voting result and the Committee's recommendation.

### **B. Reappointment for Continuous Service on One-Year or Two-Year Full-Time Contracts.**

Continuing Contract Faculty with less than three years of continuous service from the initial appointment by the end of the current contract will undergo a condensed review process. The Candidate will be notified of the reappointment decision no later than 180 days prior to the expiration date of the current contract (see Appendix B.3 for precise schedule).

The Candidate will submit the following material through NYU's online system for Faculty review:

1. A current CV;
2. All student course evaluations available for the current appointment term including the comments sections;
3. Course syllabi for courses taught for the current appointment term.
4. Teaching observations and feedback should be conducted for all Faculty following TSOE guidelines for providing continuous feedback to Faculty for improvement in teaching effectiveness. The Department Chair should arrange a teaching observation as part of the review.

The condensed review does not require the review by a Department Reappointment Committee. The Department Chair will present the Candidate submitted material along with teaching observation reports during the appointment term to the Department voting members. The Department will discuss and vote by secret ballot on the reappointment decision including the length of reappointment. The Department Chair will submit a letter to the Dean that summarizes the Department discussion, the vote, and his or her own recommendation. The Dean will make the final decision and inform the Candidate by the deadline stated in the beginning of Sec. V.B. The Department Chair will prepare the review summary letter and meet and obtain the signature of the Candidate as described in Sec. V.A.

Continuing Contract Faculty may be reappointed to a series of one-year or two-year full-time contracts. In no case will a series of one-year contracts exceed 3 years. In the first semester of the third year of continuous one-year or two-year appointments, a Continuing Contract Faculty member shall be subject to the formal review described in Sec. V.A.

## **VI. PROMOTION**

**Statement of principles.** Promotion requires a formal review process. The process shall be conducive to ensuring that candidates for promotion exhibit the highest level of performance and achievement, whether in teaching, curricular and career advising, research, scholarship, service or in other duties as specified in the current contract. Review for promotion shall consider curricular and structural changes in academic programs.

**Review process.** Continuing Contract Faculty who wish to be considered for promotion are encouraged to discuss the process with their respective Department Chairs. Candidates who are due for reappointment review can be considered for reappointment and promotion review simultaneously. Candidates may also be considered for promotion in a year prior to the next reappointment review. Candidates seeking reappointment and promotion may be reappointed without promotion.

The Department Chair will form a promotion review Committee, which may be the same as the reappointment Committee and will comprise at least one Tenured Faculty member and at least one Continuing Contract Faculty member who is eligible to vote for the promotion case as described in Sec. III.

If the Department has not conducted the teaching observation in the year of the promotion review, the Department Chair should arrange a teaching observation as part of the review.

The primary criterion for promotion is excellence in teaching and in other duties as specified in the current contract. The review may also consider advising, service, research and scholarship (where appropriate), and Creative and Performing Arts (where appropriate). These criteria are described in Appendix A.

## 1. Materials for the promotion review

The Candidate should submit the following material through NYU's online system for Faculty review:

- a. A current CV;
- b. A statement of academic activities, which should highlight major accomplishments since the prior promotion and the initial appointment, and future plan. The statement should be limited to 3 pages;
- c. List of all courses taught since the prior promotion or initial appointment;
- d. Copies of all student course evaluations since the prior promotion or initial appointment;
- e. Course syllabi for each course taught since the prior promotion or initial appointment.

## 2. Process for Department evaluation

The promotion Committee will review the Candidate's submitted materials and the teaching observation report(s) since the prior promotion or initial appointment, and prepare a written report for the voting Faculty, which should be distributed to the voting Faculty at least one week prior to Department discussion and voting. The report will summarize and evaluate the evidence of accomplishment, noting areas that require improvement. The report will include a recommendation as to promotion. The report may be written by one or more members of the promotion Committee, but all members of the Committee should read and sign the review before it is submitted to the Department. The review should represent a collective judgment of the Committee or, in the case of a divided opinion, a majority of the Committee. If there is a division of opinion, the minority opinion should be appended to the majority review.

The voting members should be determined based on Sec. III. The formal vote of the voting Faculty must be by secret ballot. The voting options are Yes, No, Abstain.

The report of the promotion Committee and the vote by voting Faculty are advisory to the Department Chair and the Dean. The Department Chair will write a letter to the Dean that summarizes the Department discussion and includes the Department vote as well as his or her own recommendation for or against promotion. If the recommendation is negative, the rationale should be detailed. The letter should state the number of eligible voters in the Tenured and Tenure-Track Faculty and Continuing Contract Faculty, respectively. The letter should report the votes separately by those who participated in the discussion, and those who did not participate in the discussion, and should note the number of Faculty members who did not vote.

The recommendations of the review Committee, the voting Faculty and the Department Chair are all advisory to the Dean. The Dean will make a decision on the promotion case and notify the Department Chair. In the case of a Dean's recommendation contrary to that of the Department, the Dean will provide the Department Chair with the reasons. The Department Chair will then have ten working days in which to provide further information or counter-argument.

Candidates will be notified in writing of the outcome of the Dean's decision.

## **APPENDIX A**

### **Guidelines for Title and Rank of Initial Appointment and Promotion of Continuing Contract Faculty**

Individuals with six or fewer years of full-time professional or teaching experience are typically appointed as Industry Assistant Professors or Lecturers. Individuals with seven or more years of experience and who demonstrate excellence in teaching and other professional duties may be appointed as Industry Associate Professors or Associate Senior Lecturers. Individuals with more than twelve years of experience and commensurate excellence in teaching and other professional duties may be appointed as Industry Professors or Senior Lecturers.

In appointing and promoting individuals at these ranks, the following criteria should be considered:

- academic degree;
- experience and excellence in teaching and curriculum innovation; professional practice, or research, including level of responsibility and past accomplishments;
- professional license where relevant;
- honors and awards; and
- significant professional or university service.

## **APPENDIX B SCHEDULE FOR REAPPOINTMENT AND PROMOTION REVIEW**

The deadlines for various stages of the reappointment and promotion review are described here.

### **B.1 For Faculty whose current contract is three or more years**

These Faculty will undergo a “formal review”, as described in Sec. V.A. The reappointment review will be done in the **penultimate** year of the current contract. The following assumes the current contract ends on 8/31.

- Department chair should schedule a teaching observation and convene a Department reappointment review Committee in the Fall semester.
- 1/15: Candidate submits the required documents for the “formal review” in Sec. V.A
- 3/15: Department chair submits all the required documents from the Department, including a draft review summary.
- 5/15 (target date): Dean notifies the Candidate of the decision (**Absolute deadline: 8/31 of the penultimate year**), along with the review summary signed by the Department Chair.

For candidates whose current contracts end on other days, please consult Associate Dean for Faculty Affairs regarding the deadlines. The Dean’s notification should be no later than one year before the end of the current contract.

### **B.2 For Faculty whose current contract is shorter than three years and who will have completed three or more years of service by the end of the current contract**

These Faculty will undergo a “formal review”, as described in Sec. V.A. The review will be done in the last year of the current contract. The following assumes the current contract ends on 8/31.

- Department chair should schedule a teaching observation and convene a Department reappointment review Committee in the Fall semester.
- 10/15: Candidate submits the required documents for the “formal review” in Sec. V.A.
- 2/1: Department chair submits all the required documents from the Department, including a draft review summary letter.
- 3/1 (**absolute Deadline**): Dean notifies the Candidate of the decision, along with the review summary letter signed by the Department Chair.

For candidates whose current contracts end on other days, please consult Associate Dean for Faculty Affairs regarding the deadlines. The Dean's notification should be no later than 180 days prior to the end of the current contract.

**B.3 For Faculty with one-year or two-year contracts and who will not have completed three years of continuous service by the end of the current contract**

As described in Sec. V.B., the condensed review will be conducted in the last year of the current contract, according to the following schedule, assuming that the current contract ends on 8/31.

- Department chair should schedule a teaching observation in Fall semester
- 1/5: Candidate submits the required documents for the "condensed review" described in Sec. V.B.
- 2/1: Department chair submits all the required documents from the Department, including a draft review summary letter.
- 3/1 (**Absolute Deadline**): Dean notifies the Candidate of the decision, along with the review summary signed by the Department Chair.

For candidates whose current contracts end on other days, please consult the Associate Dean for Faculty Affairs regarding the deadlines.

**B.4 For Faculty who request promotion not coincident with reappointment review**

The promotion review will be done in the year prior to the effective date of promotion (9/1). The schedule follows Sec. B.1.

For all reappointment cases (B.1-B.3): Department Chair should meet with the Candidate to discuss the review summary shortly after the Dean's decision letter is issued. If the decision is to reappoint and the candidate accepts the reappointment terms, the candidate should return a signed copy of the reappointment letter to the office of Faculty Affairs by the deadline specified in the letter.