

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

**NOTIFICATION DATE FOR NON-REAPPOINTMENT: APRIL 1, 2025**

NO LATER THAN	
March 3, 2025	Appropriate Dean or Director submits reappointment recommendations to Provost and Senior Vice President or Division Vice President.
March 17, 2025	Human Resources on behalf of the Provost and Senior Vice President, or appropriate Vice President submits reappointment recommendations to President.
April 1, 2025	President or their designee notifies candidates of the President's reappointment recommendations to the Board of Trustees.
April 17, 2025	Last day for candidates to appeal and request personal interview with President.
May 1, 2025	President notifies appellants of outcome.
May 15, 2025	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, 2025	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