

**Term Multi-Year Schedule
for AV 26-27**

Key Dates are as follows:

Task	Due Date
1. Dean's office provides list to area chairs of faculty who are eligible for a multi-year contract renewal and faculty who are eligible to be placed on their first multi-year contract.	Friday, May 8 th
2. Area Chairs reach out to eligible faculty to find out who is interested in proceeding.	Monday, May 11 th
3. Area Chair submits names of faculty who will proceed with Term Multi-Year Reappointment.	By Friday, May 15 th
4. Dean's Office {Mira Sharma} creates Interfolio casebook for faculty member, informs faculty member that they may begin uploading materials.	By Friday May 29 th
5. Faculty Member uploads required materials to their Interfolio casebook.	By Friday, August 28 th
6. Dean's Office {Mira Sharma} adds Faculty's annual evaluations (including FARS and additional SET data) to Interfolio casebook prior to moving forward to Area level review. For first-time multiyear appointment candidates, or three-year reappointments, the three most recent annual evaluations will be added. For five-year reappointments, the five most recent annual evaluations will be added. For faculty with unique circumstances, more evaluations may be added to the candidate's casebook.	Wednesday, September 16 th
7. Area recommendation is sent to the Dean's Office. Area recommendation should include commentary on areas of strength and areas of concerns. The memo template will be provided to the Area Chairs. Dean's Office uploads to faculty's Interfolio casebook.	Friday, October 2 nd
8. Dean to review recommendation materials and make final recommendation decision. Dean's Office uploads to faculty's Interfolio casebook.	Friday, October 16 th
9. The Dean's office will submit Interfolio casebook to the Provost's level of review.	Wednesday October 28 th
10. The Provost's office will act on the recommendation for multi-year reappointment. The Term Faculty member will be notified in writing of the decision.	Five (5) months prior to end of contract