



# WINSTON-SALEM STATE UNIVERSITY

## Timeline for Reappointment/Appointment for Tenure-Track and Non

### Tenure-Track (Fixed Term) Faculty Spring 2024

August 28	Office of Faculty Affairs sends report of <u>tenure track</u> , <u>non-tenure track</u> and <u>clinical</u> faculty whose contracts expire during the 2023-2024 academic year. Notification is sent to those named faculty (departments and deans are copied)
February 16	Tenure track, non-tenure track, and clinical faculty prepare and submit application in Faculty Success, updated CV ,and additional materials as required by departments and submit for consideration by the Senior Faculty  <b>Please make sure that you have your teaching, research, and service activities are entered into Activity Insight before submission of application.</b>
Feb 19 – March 15	Senior Faculty and department chair will meet to review applications and make reappointment recommendations  (Notification letters will be uploaded in Faculty Success by Senior Faculty Review Committee Chair and made available for faculty to see as professional courtesy.
March 25	Chair will forward all applications with his/her recommendation to the Dean
March 26 - April 12	Deans will review applications and make reappointment recommendations to Provost. Notification letters will be uploaded in Faculty Success by Dean and made available for faculty to see as professional courtesy)  Dean will forward all applications and reappointment materials to the Office of Faculty Affairs.

April 13 – April 19	Office of Faculty Affairs will review for completeness prior to sending to the Provost for review
April 20 – April 29	Provost begins review of applications and reappointment recommendations
May 1	Notification and/or letters of reappointment and non-reappointment sent by the Provost to Faculty