

Northeast Ohio Medical University
Reappointment Review Cycle for Affiliated Faculty
(excludes emeritus, residents, retired, and those appointed since July 1 of the current year)

SUMMARY OF DATES

September/October	<u>Faculty Affairs Notifies</u> Department Chair of upcoming review and overview of process and dates
November 1	<u>Faculty Affairs to Provide Faculty Rosters</u> to Department Chairs for first mailing
November 15 (Jan 31 return deadline)	<u>Department Chair sends First Mailing</u> to Departmental Faculty included in review <ul style="list-style-type: none">• Cover Memo from Department Chair• Reappointment Activity Form or provide link to form on webpage: https://www.neomed.edu/wp-content/uploads/VPAA_Faculty-Reappointment-Activity-Short-Form_COM.docx• Return envelope (recommended if mailed)
January 5 (Jan 31 return deadline)	<u>Second Mailing</u> to non-responders (recommended) <ul style="list-style-type: none">• Reminder memo from Department Chair• Consider including another reappointment activity form
January 15	<u>Telephone Calls/Faxes/emails</u> to non-responders (and/or to hospital chairs for possible assistance)
January 31 - Feb 28	<u>Department Chair/Designee/Subcommittee/Council</u> reviews activity forms and recommends non-reappointments or lateral moves; identifies potential candidates for next round of promotions, retired status, emeritus status, etc.
No later than March 1	Department Chair sends “ <u>Intent to Recommend Non-reappointment</u> ” written notification to non-responders, those who are no longer involved, or those requesting non-reappointment <ul style="list-style-type: none">• <i>(If faculty member disagrees, faculty member may request a meeting with the Chair within 5 business days.)</i> <u>“Intent to Recommend Lateral Move”</u> written notifications <ul style="list-style-type: none">• Individualized written notification from Department Chair
March 15	<u>Department Chair submits final recommendations on departmental faculty to the Dean c/o The Office of the Vice President for Academic Affairs</u> <ul style="list-style-type: none">• Letter of recommendation from Department Chair• Include name and reason for non-reappointments and for lateral moves on spreadsheet provided
April 15	Dean submits recommendation to the President
June	Board of Trustees action
July 1	Effective date for reappointments; lateral moves; and termination of non-reappointments. <ul style="list-style-type: none">• Notices of “reappointment” are <u>not sent</u> to individual faculty. Individual departments may notify their reappointed faculty, if they so choose.