

## University Procedures for Reappointment of Academic Year Adjunct Lecturer

### General Criteria for Reappointment

A candidate will be considered for reappointment in the same department given the following criteria:

1. The candidate has had a fixed-term academic year appointment for three consecutive years in the same department.
2. The candidate's performance has been positively evaluated.
3. There is a departmental need and resources are available for a fixed-term appointment.
4. The candidate has demonstrated subject area expertise in the area of need.

### General Procedures and Target Dates

December 2022	The Provost's Office provides each dean with a list of AYALs and the number of years of consecutive appointments. A faculty member who has been appointed for the past three consecutive years will be considered for reappointment.
January - February 17, 2023	Deans review with department chairs the list of candidates in their department eligible for reappointment. Department chairs and deans will assess departmental subject area short-term need and funding availability to determine if the department has a need and the school has the resources necessary for the candidate(s) under reappointment consideration. Department chairs are responsible for evaluating the performance of candidates under reappointment consideration.
March 1, 2023	Where need and funding are confirmed, the deans will consult with department chairs to complete reappointment recommendations for candidates considering factors such as overall performance, especially superior teaching abilities, and years of service at the University. The deans will then consult with the Provost to finalize reappointment decisions including the term of reappointment.
March 31, 2023	Deans notify chairs and candidates of reappointment status. If a reappointment is not approved, then the notification includes the criteria that were not met (need/resources, subject-area expertise, performance).

*Last reviewed by the Faculty Affairs Committee November 29, 2018  
Updated annually to adjust the timeline*