



KEAN

2nd – 6th Year Tenure Track Faculty CALENDAR OF REAPPOINTMENT ACTIVITIES

For full-time probationary faculty members and eligible part-time faculty members with two or more consecutive years of service (candidates who in AY 2024-2025 will be in their 2nd-6th year of service)

Calendar for Academic Year 2024-2025 (for Reappointment effective AY 2025-2026)

2 nd -6 th Year Reappointment Activity	To be Completed on or Before
1. Candidate submits application via <i>Interfolio</i> to Departmental ARTP Committee	Sept. 9, 2024 (Mon.) <i>WKU: Oct. 1, 2024 (Tues.)</i>
2. Departmental ARTP committee reviews materials. Department Chair/Chair of Departmental ARTP committee ¹ meets with the candidate to review and discuss progress in the principal areas of research, teaching, and service, as well as any other considerations relevant to reappointment, tenure, and promotion	Sept. 23, 2024 (Mon.)
3. Department Chair/Chair of Departmental ARTP committee summarizes feedback in a written document that becomes part of the candidate's record after review by the candidate, sends notification of the recommendation to the candidate, and forwards recommendation to College RT Committee	Sept. 25, 2024 (Wed.) <i>WKU: Nov. 20, 2024 (Wed.)</i>
4. College RT Committee chair forwards recommendation to Provost/Senior Vice President for Academic Affairs and sends written notification of this recommendation to the candidate	Oct. 7, 2024 (Mon.) <i>WKU: Dec. 17, 2024 (Tues.)</i>
5. Provost/Senior Vice President for Academic Affairs forwards recommendation to President and sends written notification of this recommendation to the candidate	Oct. 28, 2024 (Mon.) <i>WKU: Jan. 21, 2025 (Tues.)</i>
6. Last day for filing substantive ² appeal to the President	Nov. 7, 2024 (Thurs.) <i>WKU: Jan. 27, 2025 (Mon.)</i>

¹ Should the Department Chair not be the chair of the Departmental ARTP committee, they shall coordinate with the Departmental ARTP chair in providing formative feedback to the candidate.

² In contrast to writing a substantive appeal to the President, the candidate who feels that a matter for grievance may be present (either procedural grievance or grievance claiming discriminatory treatment or denial of academic freedom) should refer to the current AGREEMENT'S article on "Grievance Procedure".

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| 7. President forwards nomination to Board of Trustees Academic Policy and Personnel Committee and sends written notification of this nomination to candidate | Nov. 18, 2024 (Mon.)
WKU: Feb. 7, 2025 (Fri.) |
| 8. Board of Trustees receives nomination from its Academic Policy and Personnel Committee and takes action | Dec. 7, 2024 (Sat.) |
| 9. Last day for formal notification by Board of Trustees to candidate for reappointment | Dec. 16, 2024 (Mon.) ³ |

³ Date set in current AGREEMENT'S Article XIII ("Appointment and Retention of Employees"), Section C.