An Overview: New Appointments
An Overview: Reappointments/Promotions

1. **Faculty lead assembles Long Form Department A&P Votes**
2. **Ref Grid/Solicitation Letter to OAA**
3. **12 months before end of appt, determine Reappt or Promo**
4. **All UTL, RL, TL, and MCL continuing term**
5. **A&P Meets twice a month**
6. **APRC Meets once a month**
7. **Final Due 1 week before desired A&P/APRC meeting**
8. **Draft Long Form to OAA (2 weeks prior to desired A&P/APRC meeting)**
9. **After approval, send solicitations**
10. **Long Form Launch Official Email to Candidate**
11. **Current CV and all annual counseling memos since last faculty action to OAA for review**

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All Promos/Reappts conferring tenure/continuing term proceed

All Fixed Term reappts stop here

Final Long Form due 6 months after launch or, 6 months before end of term, whichever is earlier

Long forms are typically in OAA for 1-1.5 months, depending on draft condition and meeting availability

Can be longer in summer

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An Overview: