

**SIMPLIFIED TIMELINE FOR TEACHING PROFESSORS  
DURING THE RECONTRACTING PROCESS  
ACADEMIC YEAR 2025-2026**

<b><u>Who finishes?</u></b>	<b><u>Where does it go?</u></b>	<b><u>When Is It Due?</u></b>
Candidate	Department	March 16 <sup>1</sup>
Department	Dean	April 1
Dean <sup>2</sup>	Candidate and Provost	May 1
Provost	BOT	June <sup>3</sup>

If any of the above deadlines falls on a weekend or holiday, the deadline will be at 5 PM on the following business day.

NOTES

<sup>1</sup>Candidates should provide their file to the Department TRP Committee approximately two weeks prior to the date the file is due to the dean. This date can be extended if the file is transmitted to the next level on time. Candidates should contact their department committees to set a specific deadline.

<sup>2</sup> The dean holds recontracting authority for Teaching Professors. For second-year Teaching Professors (3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> year reappointments), the dean's decisions are final and not subject to any further administrative review. Reappointments may always be withheld or withdrawn for cause, for a change in programmatic need, or for fiscal reasons. For all subsequent review cycles (five-year multiyear contracts), Teaching Professor candidates may appeal the provost in case of dismissal decisions by the dean. The provost's decisions are final and not subject to any further administrative review.

<sup>3</sup> The BOT recording month shown is only for those reappointments that did not require appeals. Appeal reappointments will be recorded at the earliest possible BOT meeting following the completion of the appeal process.