INITIAL AND REAPPOINTMENT SCHEDULE FOR FACULTY: TENURE TRACK, LECTURERS, AND CLINICAL RANKS

The following guidelines indicate the calendar of academic reappointment actions and tenure recommendations and decisions. Years refer to an Academic Year definition.

• TENURE-TRACK FACULTY WITH INITIAL FALL APPOINTMENT

Years 1 and 2 for tenure-track faculty
Initial appointment: New tenure-track faculty members are appointed for a two-year term

- Reappointment Recommendation in Fall of second year applies to the third year appointment (recommendations due in Academic Affairs by the second Friday in October, notice to candidate required before November 15)
- Reappointment Recommendation in Spring of second year applies to the fourth year appointment (recommendations due in Academic Affairs by the third Friday in April, notice to candidate required before May 31)

Reappointment Recommendations will involve faculty committees in departments (if applicable) and/or unit committee. Recommendations from chairs (or directors) and deans “pair” with faculty committee recommendations.

Year 3 for tenure-track faculty. Third Year Review.
Mandatory Review in Third Year: “Third Year Review” in the Spring of third year and the narrative report is provided to the candidate. Copies must be forwarded to Academic Affairs by the third Friday in April in third year together with the Reappointment Recommendation. It is recommended that the third-year dossier follow the format sequence mandated by the Office of the President (excluding external reports and stopping at Unit-level review) and using the format recommended by the campus policy documents.

The Reappointment Recommendation in the Spring of third year applies to the fifth year appointment.

Year 4 for tenure-track faculty
The Reappointment Recommendation in the Spring of fourth year applies to the sixth year appointment.

Year 5 for tenure-track faculty
The Reappointment Recommendation in the Spring of fifth year applies to the seventh year appointment.

Year 6 for tenure-track faculty
The formal tenure review process begins in Fall of the sixth year, concluding by May in that year. However, this means that in the Spring of the fifth year, deans are beginning the process of identifying external reviewers together with candidates working with chairs and/or deans to develop the dossier. Note: Dossiers are the responsibility of the department chair (or appropriate administrator) with input from the candidate. There is no Reappointment Recommendation in Year 6.

Year 7 for tenure-track faculty
Promotion takes effect on July 1 at beginning of Year 7. The seventh year reappointment has already occurred (in Year 5). Tenure takes effect on July 1, after concluding the seventh year.

Summary
Year 1 Faculty participate in the New Faculty Orientation throughout year
Year 2 Reappointment Recommendation for 3rd Year in Fall; reappointment for 4th Year in Spring
Year 3 Formal “Third Year Review” in Spring term and reappointment for the 5th Year
Year 4 Reappointment Recommendation in Spring for 6th Year
Year 5 Reappointment Recommendation in Spring for 7th Year
Year 6 Tenure Review. Committee/administrative reviews begin in Fall
Year 7 Final year. If promotion is approved, the new rank begins the following Fall semester of the seventh year. If tenure is approved, tenure status is effective at the beginning of the eighth year. If tenure declined, this is the final year of appointment.
**Tenure-Track Faculty with Initial Spring Appointment (Year is “Academic Year”)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
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<tbody>
<tr>
<td>Partial Year 1</td>
<td>Partial engagement in orientation. Initial appointment includes partial first year plus Year 2</td>
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<tr>
<td>Year 2</td>
<td>Faculty participate in the New Faculty Orientation throughout year; reappointment for third year during Fall; reappointment for fourth year during Spring</td>
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<tr>
<td>Year 3</td>
<td>Reappointment for fifth year</td>
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<tr>
<td>Year 4</td>
<td>Formal “Third Year Review” and reappointment for sixth year. See description above for “Year 3 for Tenure-track Faculty. “Third Year Review” for initial Fall appointments.</td>
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<tr>
<td>Year 5</td>
<td>Fourth year review and reappointment for seventh year</td>
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<tr>
<td>Year 6</td>
<td>Fifth year review and reappointment for eighth year</td>
</tr>
<tr>
<td>Year 7</td>
<td>Tenure Review year</td>
</tr>
<tr>
<td>Year 8</td>
<td>Final year. If promotion is approved in Year 7, the new rank begins the following Fall semester of the eighth year. If tenure is approved, tenure status is effective in the ninth year</td>
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**Lecturers and Clinical Ranks**

New lecturers and clinical assistant professors are appointed to one-year terms. Reappointments start in their first semester of appointment according to the schedule below.

In Year 1, there will be two reappointment recommendations: a reappointment recommendation in the Fall for Year 2 (on a timeline with notice prior to November 15 by Academic Affairs; see faculty dates above) and a reappointment recommendation in the Spring for Year 3. [Note: Lecturers/Clinical Rank faculty are offered the same “buffer” year that tenure-track faculty are afforded.] Thereafter, all lecturers and clinical rank faculty are reviewed in Spring of year \(n\) for reappointment in year \(n + 2\) (a one-year term). Reports are due in Academic Affairs on same dates as for tenure-track faculty.

Existing Lecturers and Senior Lecturers who are converted to clinical rank faculty will receive a three-year term with reappointment in the second year of that term.

**Senior Lecturers**

With promotion to Senior Lecturer, faculty will receive a three-year term of appointment rather than a one-year term. Since candidates have already been appointed for the year following promotion, the three-year term will begin at the beginning of the second year. For example, if a candidate is promoted in year \(n\), the candidate will have already been appointed for year \(n + 1\), so the three-year term begins in year \(n + 2\). Thereafter, reappointment for new three-year terms will occur during the second year of the three-year term.

**Clinical Associate Professors and Clinical Full Professors**

With promotion to Clinical Associate or Clinical Full Professor, faculty will receive a three-year term of appointment. Reappointments follow pattern of Senior Lecturer reappointment. New appointments to either rank come with a three-year term.

**Excerpts on Non-reappointments and Notice from the Indiana University Academic Handbook**

**Official Notice of Non-reappointment**

For lecturers, faculty members, and librarians on full-time appointments, *Notice of Non-reappointment* shall be given in writing in accordance with the following standards:

1. Not later than February 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

2. Not later than November 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

3. At least twelve months before the expiration of an appointment after two or more years in the institution.

(Faculty Council, December 3, 1968; Board of Trustees, July 27, 1969)

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