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

- **Tenure Track Faculty**
  
  Years 1 and 2 for tenure-track faculty
  
  Initial appointment: New tenure-track faculty are appointed for a two-year term
  
  - Reappointment decision in Fall of second year for the third year (recommendations due in Academic Affairs by the second Friday in October, notice to candidate required before November 15)
  
  - Reappointment decision in Spring of second year for fourth year probationary year (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

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

  Reappointment decision in Spring of third year for fifth year

  Year 4 for tenure-track faculty

  Reappointment decision in Spring of fourth year for sixth year

  Year 5 for tenure-track faculty

  Reappointment decision in Spring of fifth year for seventh year

  Year 6 for tenure-track faculty

  Tenure review begins in fall of six year, concluding by May of the sixth year. This means that in the Spring of the fifth year, deans are beginning the process of identifying external reviewers and candidates are 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.”

  Year 7 for tenure-track faculty

  Promotion takes effect on July 1 at beginning of Year 7. The seventh year reappointment has already occurred. 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 for 3rd Yr in Fall; reappointment for 4th Year in Spring
  Year 3  Formal “Third Year Review” and reappointment for 5th Year
  Year 4  Fourth Year Review and reappointment for 6th Year
  Year 5  Fifth Year Review and reappointment for 7th Year
  Year 6  Tenure Review
  Year 7  Final year. If promotion is approved, the new promotion rank begins the Fall semester of the
seventh year. If tenure is approved, the tenure is effective at the beginning of the eighth year.

Note: Mid-year appointments follow a different schedule. Consult with Academic Affairs for changes in the calendar.

- Lecturers and Clinical Ranks

New lecturers and clinical rank faculty are appointed to a one-year term. 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 gain the same “buffer” year that tenure track faculty are afforded, i.e. a non-appointment is effective the year following their current year.] Thereafter, all lecturers are reviewed in Spring of year \( n \) for reappointment in year \( n + 2 \). Reports due in Academic Affairs on same dates as tenure track faculty.

- 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 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.

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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