



WINSTON-SALEM STATE UNIVERSITY

Timeline for Reappointment/Appointment for Tenure-Track and Non

Tenure-Track (Fixed Term) Faculty Spring 2024

- August 28 Office of Faculty Affairs provides report of non-tenure track and clinical faculty whose contracts expire during the 2023-2024 academic year. Notification is sent to those named faculty (departments and deans are copied)
- December 11 Office of Faculty Affairs provides report of tenure track faculty whose contracts expire during the 2023-2024 academic year to deans and chairs
- February 16 Tenure track, non-tenure track, and clinical faculty prepare and submit application in Faculty Success, updated CV ,and additional materials as required by departments and submit for consideration by the Senior Faculty
- Please make sure that you have your teaching, research and service activities are entered into Activity Insight before submission of application.**
- Feb 19 – March 15 Senior Faculty (including department chair) will meet to review applications and make reappointment recommendations
- (Notification letters will be uploaded in Faculty Success by Senior Faculty Review Committee and made available for faculty to see as pro[REDACTED])
- March 25 Chair will forward all applications with his/her recommendation to the Dean
- March 26 - April 12 Deans will review applications and make reappointment recommendations to Provost
- Dean will forward all applications and reappointment materials to the Office of Faculty Affairs. (Notification letters will be uploaded in Faculty Success by Dean and made available for faculty to see as

April 13 – April 19	Office of Faculty Affairs will review for completeness prior to sending to the Provost for review
April 20 – April 29	Provost begins review of applications and reappointment recommendations
May 1	Notification and/or letters of reappointment and non-reappointment sent by the Provost to Faculty