Assistant / Associate Dean Reappointment Annual Review Flowchart

STEP 1: Dean notifies
Assistant/Associate
Dean of Reappointment
Procedure

DATE: By 11/18/24

STEP 2:

Assistant/Associate
Dean submits self
evaluation and job
description in FIS

DATE: Before 02/06/25

STEP 3: Dean's office administers surveys to faculty, staff and external constituencies

DATE: 02/07 – 02/27/25

STEP ACCESS: Dean

STEP 4: AEC Chair uploads AEC recommendation to Dean

DATE: 02/28 – 03/13/25

STEP ACCESS: AEC

<u>STEP 5</u>: Dean meets with Assistant/Associate Dean on reappointment decisions

DATE: 03/14/25 - 04/03/25

STEP ACCESS: Dean

Acronym Key:

AEC = Administrator Evaluation Committee