



**NOTE: Personnel decision forms available at [www.usi.edu/acaffrs/Faculty.asp](http://www.usi.edu/acaffrs/Faculty.asp)**

**Reappointment of First Year Faculty**

- January 2\*** Begin review of faculty appointed in 2008-2009 (consideration of reappointment for 2009-2010)
- January 19 College dean recommendations to VPAA for administrative review
- February 20 Faculty notification

**Reappointment of Second Year Faculty**

- September 29 Begin review of faculty appointed in 2007-2008 (consideration for reappointment for 2009-2010)
- November 3 College dean recommendations to VPAA for administrative review
- December 1 Faculty notification
- January 26 **NOTE:** Consideration of Second-Year Faculty reappointment for 2010-2011 should observe time schedule listed in the next section, headed Reappointment of Probationary Faculty.

**Reappointment of Probationary Faculty** (Assistant Professor rank and above who have held a full-time position at USI prior to and including 2007-2008.)

- January 26 Begin review (consideration of reappointment for 2010-2011)
- March 9 College dean recommendations to VPAA for administrative review
- April 20 Faculty notification

**Appraisal of Contract Appointments**

- January 26 Begin review (consideration of reappointment for 2009-2010)
- March 9 College dean forwards appraisal to VPAA

**\*Dates remain the same each year per University Handbook.**

**Promotions (Effective August 2009)**

- September 2 Promotion process begins
- November 4 Promotion form to college dean
- November 25 Recommendations of College Promotions Committee to college dean
- January 5 Promotion form with college dean recommendation to VPAA for transmittal to Promotions Advisory Committee
- February 16 Recommendations of Promotions Advisory Committee to VPAA
- February 20 VPAA and Promotions Advisory recommendations to President
- March 5 President's recommendations to Board of Trustees

**Tenure Decisions (Effective August 2009)**

- November 3 Begin Review
- January 5 College dean recommendations to VPAA for administrative review
- By March 30\*** Administrative review, recommendations, and Board of Trustees Action

**Leave of Absence** (Decisions for 2009-2010 Academic Year)

- October 1 Application forms available from college dean
- November 5 Application to college dean

**December 14\*** Applications to VPAA with recommendations of college dean

**Schedule Development**

- September 12 Final Spring and Summer 2009 schedules to Registrar
- January 23 Final Fall 2009 schedule to Registrar

**Annual Reports**

- January 26 Annual report forms distributed by college administrative associates
- February 16 Annual reports to college dean
- March 13 College dean forwards all reports to VPAA on this date, or later if needed for salary decisions

**Reminder:** Send annual reports under separate cover, not with other appraisals

**HOW TO CALCULATE TENURE DATES** *(Effective 7-2-07)*

**Hire date: 8/25/08**  
**Credit toward tenure: 0 Years**  
 2008-09 = 1  
 2009-10 = 2  
 2010-11 = 3  
 2011-12 = 4  
 2012-13 = 5  
 2013-14 = 6

**Tenure Decision: Spring 2014**  
**Tenure Effective: Fall 2014**

*Offer letter will read: "You are eligible to apply for tenure in your sixth (6th) year of full-time service at the University of Southern Indiana".*

**Hire date: 8/25/08**  
**Credit toward tenure: 2 Years**  
 2008-09 = 3  
 2009-10 = 4  
 2010-11 = 5  
 2011-12 = 6

**Tenure Decision: Spring 2012**  
**Tenure Effective: Fall 2012**

*Offer letter will read: "You are eligible to apply for tenure in your fourth (4th) year of full-time service at the University of Southern Indiana".*

**Hire date: 8/25/08**  
**Credit toward tenure: 1 Year**  
 2008-09 = 2  
 2009-10 = 3  
 2010-11 = 4  
 2011-12 = 5  
 2012-13 = 6

**Tenure Decision: Spring 2013**  
**Tenure Effective: Fall 2013**

*Offer letter will read: "You are eligible to apply for tenure in your fifth (5th) year of full-time service at the University of Southern Indiana".*

**Hire date: 8/25/08**  
**Credit toward tenure: 3 Years**  
 2008-09 = 4  
 2009-10 = 5  
 2010-11 = 6

**Tenure Decision: Spring 2011**  
**Tenure Effective: Fall 2011**

*Offer letter will read: "You are eligible to apply for tenure in your third (3rd) year of full-time service at the University of Southern Indiana".*