

# T-T REAPPOINTMENT PROCESS

**Diagram Key**

- Dean's Office
- Department
- Office of the Provost
- Professor

START DOCUMENT DECISION TERMINUS PROCESS DATABASE

```

    graph TD
        Start([START]) --> DeptInit([The department initiate the process in collaboration with the Dean's office based on the time for tenure-track evaluation. Typically in their third year of their initial contract.])
        DeptInit --> ProfAssess[/The professor provides the department with a self-assessment of their accomplishments/]
        ProfAssess --> ChairReview[Department Chair reviews the professors performance, meets with the CRPT Committee and votes on the case]
        ChairReview --> ChairLetter[The Chair writes a letter to the Dean evaluating the professor and makes a recommendation]
        ChairLetter --> Upload1[(The documents are uploaded in OnBase and Filemaker Pro)]
        Upload1 --> CaseStop([Case stops at the college level and professor receives a terminal year contract from the Dean's Office])
        Upload1 --> DeanReview[Dean's office conducts their review of the reappointment packet]
        DeanReview --> DeanDecision{Dean's office issues candidacy status letter}
        DeanDecision -- NO --> CaseStop
        DeanDecision -- YES --> Upload2[(Documents are uploaded in OnBase and Filemaker Pro)]
        Upload2 --> CaseForward[Case moves forward in OnBase for University level review]
        CaseForward --> PACReview[University-level committee (PAC) meets and reviews the documents]
        PACReview --> UniDecision{The University Administration makes a final decision on the case}
        UniDecision -- NO --> CaseStop
        UniDecision -- YES --> NewContract[/Professor receives a new contract outlining the terms from the Provost's Office/]
        CaseStop --> TermContract[/Professor receives a terminal year contract from the Provost's Office/]
    
```

The flowchart details the T-T Reappointment Process. It begins with the Department initiating the process, followed by a self-assessment from the Professor. The Department Chair then reviews performance and makes a recommendation, which is then evaluated by the Dean's Office. A decision is made on whether to issue a candidacy status letter. If 'NO', the case stops at the college level, resulting in a terminal year contract. If 'YES', documents are uploaded and the case moves forward for a University-level review by the PAC. A final decision is made by the University Administration; if 'NO', it results in a terminal year contract, and if 'YES', the Professor receives a new contract.