

Vote on 1st Year Appointment, Effective 8/27/2025 – 8/27/2026

Faculty members in professorial titles eligible to be appointed to their first and second year of service effective 8/27/2025. **This appointment requires a Department P&B Vote.**

By **FEBRUARY 5, 2025**, please submit:

- All 1st year candidate material and department P&B decisions required for reappointment must be uploaded and submitted through Interfolio via <https://account.interfolio.com/sso>
- An appointment letter should be submitted (signed by Chair and Dean)

Materials for 1st Year:

1. CV (updated)
2. Department P&B vote memo

2nd Year Appointments, Effective 8/27/2025 – 8/27/2026

Faculty members in professorial titles eligible to be appointed to their second year of service effective 8/27/2025. **This appointment requires a Department P&B Vote.**

By **FEBRUARY 5, 2025**, please submit:

- 2nd year candidate materials and department P&B decisions required for reappointment must be uploaded and submitted through Interfolio via <https://account.interfolio.com/sso>
- Following approval, an appointment letter should be submitted (signed by Chair and Dean)

Materials for 2nd Year:

1. CV (updated) ***required***
2. Department P&B vote memo ***required***
3. Annual evaluation (if any)
4. Peer observation (if any)
5. Student evaluations (if any)
6. Chair's Report ***required***
7. Letters of concern letters/responses to letters of concern/Guidance Letters (if any)