<div align="center">

OFFICE OF THE PROVOST, HOWARD UNIVERSITY
ACADEMIC YEAR 2022-2023 INITIAL APPOINTMENT REVIEW SCHEDULE

</div>

This document is intended to provide guidance to applicants and administrators regarding the University's Initial Appointment process and deadlines. This document does not create any contractual terms between applicants for faculty appointment and the University or its administrators. This document does not change any of the terms of the University's Faculty Handbook or Collective Bargaining Agreements that may apply to specific faculty ranks. *This document is subject to change in accordance with the Academic Calendar due to the COVID-19 pandemic.*

FEBRUARY - APRIL 2022: Faculty, chairs, and deans complete *Faculty Success* and *Faculty Success Workflow* trainings. (If you have not yet completed these trainings, you may access them by clicking here.)

MARCH 8, 2022: Deadline for chairs and deans' designees to submit *Faculty Success* Departmental, School and College-Wide APT configurations, with (1) the names of the APT committee members in their respective academic units and (2) the names of individuals who will be applying for initial appointment this year.

MARCH 29, 2022: *Faculty Success Initial Appointment Application Submission Portal* opens. External applicants for initial appointment log into Faculty Success using the local authentication login URL, click on Workflow, and select the hyperlinked Initial Faculty Appointment Application in your inbox. Internal applicants for initial appointment log into Faculty Success using single sign on, click on Workflow, and select the hyperlinked Initial Faculty Appointment Application in your inbox. In addition, all initial appointment applicants—internal and external alike—will receive an email from Watermark Faculty Success <dmworkflow@watermarkinsights.com> informing them that the application form is available for them to complete. The subject line will include the applicant's name and the phrase "Invitation to Complete Submission". (Please add dmworkflow@watermarkinsights.com to your approved senders list in order to ensure the email is not sent inadvertently to spam.) The application shall contain a current curriculum vitae (CV), an e-portfolio documenting your record of achievement, and the names of external recommenders.

APRIL 4-8, 2022: Applicants submit their applications for initial appointment and the names of external recommenders in *Faculty Success*.

APRIL 8, 2022: Deadline for chair of the department (or the dean's designee in schools without departments) to upload a copy of the dean's or provost's authorization to hire (as applicable), confirm position information, indicate teaching assignments, and upload the applicant's letters of recommendation. The department chair or dean's designee will receive an email from Watermark Faculty Success <dmworkflow@watermarkinsights.com> informing them that the applicant's completed file is available for their review. The subject line will include the applicant's name and the phrase "Invitation to Review". (Please add dmworkflow@watermarkinsights.com to your approved senders list in order to ensure the email is not sent inadvertently to spam.) If the applicant's faculty rank, title, status or appointment type is incorrect, the chair or dean's designee should click **Send Back to Previous Step** to have the applicant correct before submitting to APT Committee to complete its review. Failure to do so will result in processing delays for the faculty member's application for initial appointment.

APRIL 29, 2022: Deadline for completion of the departmental review. The departmental review will take place as follows:

(1) Members of the APT committee will receive an email from Watermark Faculty Success <dmworkflow@watermarkinsights.com> informing them that the applicant's completed file is available for their review. The subject line will include the applicant's name and the phrase "Invitation to Review". (Please add dmworkflow@watermarkinsights.com to your approved senders list in order to ensure the email is not sent inadvertently to spam.)

(2) The department's APT committee reviews the applicant's file in Faculty Success. (To access the applicant's file, either click on the link in the email you received or log into Faculty Success, click on Workflow, and select the hyperlinked Initial Faculty Appointment Application in your inbox.) The applicant's file includes current CV and information provided by the applicant in the e-portfolio documenting the applicant's record of achievement.

(3) Following review of the applicant's file by the committee, the department's APT committee chair will call a meeting of the APT committee, excluding the department chair, for the announced purposes of evaluating the applicant's performance and voting whether to recommend appointment.

(4) The department's APT committee chair will (a) record the vote and complete the required evaluative statement of the applicant's performance in Faculty Success, and (b) click the **Actions** menu and select **Submit** to transmit the results, along with the application file to the department chair.

(5) The department chair will receive an email from Watermark Faculty Success informing him or her that the applicant's completed file is again available for their review. The subject line will include the applicant's name and the phrase "Invitation to Review".

(6) The department chair will perform an independent evaluation of the applicant in Faculty Success, recommending to the dean whether or not the applicant merits appointment.

MAY 15, 2022: Deadline for the school or college APT committee to complete the committee's review of the applicant's file in Faculty Success. Members of the APT committee will receive an email from Watermark Faculty Success <dmworkflow@watermarkinsights.com> informing them that the applicant's completed file is available for their review. The subject line will include the applicant's name and the phrase "Invitation to Review". (Please add dmworkflow@watermarkinsights.com to your approved senders list in order to ensure the email is not sent inadvertently to spam.)

MAY 31, 2022: Deadline for the dean to complete his or her review of the application file and all accompanying recommendations and render an independent recommendation in Faculty Success. The dean will receive an email from Watermark Faculty Success <dmworkflow@watermarkinsights.com> informing them that the applicant's completed file is available for their review. The subject line will include the applicant's name and the phrase "Invitation to Review". (Please add dmworkflow@watermarkinsights.com to your approved senders list in order to ensure the email is not sent inadvertently to spam.)