

**OFFICE OF THE PROVOST, HOWARD UNIVERSITY**  
**ACADEMIC YEAR 2022-2023 REAPPOINTMENT REVIEW SCHEDULE**

**This document is intended to provide guidance to applicants and administrators regarding the University's Reappointment process and deadlines. This document does not create any contractual terms between faculty members 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](#).)

**FEBRUARY - APRIL 2022:** Faculty members enter all research, teaching and service accomplishments since their most recent reappointment (or since their initial appointment, if this is their first application for reappointment) into the *Faculty Success* activities database.

**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 those faculty members who need to apply for reappointment this year.

**MARCH 29, 2022:** *Faculty Success Reappointment Application Submission Portal* opens. To apply for reappointment, log into [Faculty Success](#), click on Workflow and select the hyperlinked Reappointment Faculty Application in your inbox. Reappointment applicants will also receive an email from Watermark Faculty Success <[dmworkflow@watermarkinsights.com](mailto: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](mailto: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) and a Faculty Activity Report documenting the applicant's record of achievement in current or recent appointed position.) This information will provide the basis for review of the faculty member's application for reappointment.

**APRIL 4-8, 2022:** Applicants submit their applications for reappointment in *Faculty Success*.

**APRIL 8, 2022:** Deadline for chair of the department (or the dean's designee in schools without departments) to confirm position information and applicant eligibility. The department chair or dean's designee will receive an email from Watermark Faculty Success <[dmworkflow@watermarkinsights.com](mailto: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](mailto: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 reappointment.

**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](mailto: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](mailto: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 Reappointment Faculty Application in your inbox.) The applicant's file includes current CV and information related to current appointment in Faculty Activity Report.
- (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 reappointment.
- (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 the applicant merits reappointment.

**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](mailto: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](mailto: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](mailto: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](mailto:dmworkflow@watermarkinsights.com) to your approved senders list in order to ensure the email is not sent inadvertently to spam.)