OFFICE OF THE PROVOST, HOWARD UNIVERSITY
ACADEMIC YEAR 2023-2024
APPOINTMENT & REAPPOINTMENT REVIEW SCHEDULE[1]

This document is intended to provide guidance to applicants and administrators regarding the University's Initial Appointment, New Appointment, and Reappointment processes and deadlines. This document does not create contractual terms between applicants for faculty appointments and the University or its administrators. This document does not change any terms of the University's Faculty Handbook or Collective Bargaining Agreements that may apply to specific faculty ranks.

January 3, 2023: *Faculty Success Initial Appointment, New Appointment, and Reappointment Application Submission Portal* opens. Applicants can submit their applications for initial appointment and the names of external recommenders in *Faculty Success*. Initial appointment applications are for applicants who are external to Howard University; new appointment applications are for current faculty members who are applying to a new position within the University (e.g., full-time lecturer applying for master instructor), and reappointment applications are for current faculty members applying for reappointment to their current position.

External applicants for initial appointment log into Faculty Success using the local authentication login URL, click on **Workflow,** and select the hyperlinked Faculty Appointment Application in your inbox. Passwords are not automatically generated. The user must create a password.

Internal applicants log into Faculty Success using single sign on, click on **Workflow**, and select the hyperlinked application in your inbox. Applicants for initial and new appointments will receive an email from Watermark Faculty Success <notifications@watermarkinsights.com> informing them that the application form is available to complete. The subject line will include the applicant's name and the phrase "*Invitation to Complete Submission*". The application consists of a current curriculum vitae (CV), an e-portfolio documenting your record of achievement, and the names and contact information of external recommenders.

For reappointment applicants, the application consists of current curriculum vitae (CV) and a Faculty Activity Report documenting the applicant's record of achievement in the current or recently appointed position. This information will provide the basis for review of the faculty member's application for reappointment.

March 24, 2023: Deadline for the 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 external letters of recommendation (as applicable).

(1) The department chair or dean's designee will receive an email from Watermark Faculty Success <notifications@watermarkinsights.com> informing them that the applicant's completed file is available for review. The subject line will include the applicant's name and the phrase "Invitation to Review".

(2) 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 or reappointment.

April 7, 2023: 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 informing them that the applicant's completed file is available for their review. The subject line will include

---

[1] Applicants and reviewers will receive an email from Watermark Faculty Success (notifications@watermarkinsights.com) prompting them to submit their application or complete their review. Please add notifications@watermarkinsights.com to your approved senders list in order to ensure the email is not sent inadvertently to spam.)

the applicant's name and the phrase "*Invitation to Review*".

(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 a 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 or 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 them that the applicant's completed file is again available for 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 appointment or reappointment.

April 28, 2023: Deadline for the school or college APT committee to complete the committee's review of the applicant's file in Faculty Success.

(1) Members of the APT committee will receive an email from Watermark Faculty Success 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*".

(2) The school or college APT Committee review will consist of actions similar to sections (1) – (4) above. After the review is complete, the chair of the school or college APT committee will click the **Actions** menu and select **Submit** to transmit the results, along with the application file to the dean.

MAY 19, 2023: 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 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*". The dean will perform an independent evaluation of the applicant in Faculty Success, recommending to the provost whether the applicant merits appointment or reappointment.