

OFFICE OF THE PROVOST, HOWARD UNIVERSITY
ACADEMIC YEAR 2024-2025
APPOINTMENT & REAPPOINTMENT
CALENDAR, POLICIES AND GUIDELINES

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.

There are three Calendars that provide the deadlines, policies, and guidelines for specific groups of faculty. The groups of faculty included in each calendar are defined below:

1. **General Calendar:** All faculty in the College of Arts and Sciences, College of Engineering and Architecture, College of Fine Arts, College of Nursing and Allied Health Sciences, Graduate School, School of Business, School of Communications, School of Divinity, School of Education, School of Law, and School of Social Work excluding faculty in the SEIU Local 500 Collective Bargaining Units seeking reappointment.
2. **Health Sciences Calendar:** All faculty in the College of Dentistry, College of Medicine, and College of Pharmacy.
3. **Calendar for the Collective Bargaining Units:** For reappointment of faculty in the SEIU Local 500 Collective Bargaining Units¹. Initial appointments of these faculty members will follow the General Calendar.

Administrators must request an appointment or reappointment application to be sent to a faculty candidate². A faculty candidate cannot submit this request.

- *Initial appointments* are for faculty candidates not currently employed at Howard University.
- *New appointment* applications are for candidates who are currently employed at Howard University but are applying for a different track, rank, or title than their current position.
- *Reappointment* applications are for candidates currently employed at Howard University seeking reappointment at their current track, rank, and title.

Reappointment applications are not automatically sent at the end of an appointment. Administrators must monitor appointment timelines and advise probationary tenure-track and temporary faculty of their dates to apply for reappointment. Faculty must apply for reappointment the year before their current appointment expires. All faculty must have an active faculty appointment. This means that if a faculty member had an active faculty appointment in the department the year before then that does not automatically mean that the appointment is active in the current or coming academic year. Therefore, the administrator must initiate a reappointment process through the [online request link](#) located on the Faculty Success landing page if appropriate, so that the faculty member may have an active faculty appointment for the upcoming academic year.

¹ Bargaining unit descriptions and exclusions are located in Article 1 of each collective bargaining agreement.

² 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.)

Important Policies

1. In accordance with the Faculty Handbook, each appointment or reappointment must be evaluated at the department (if applicable), school, and university levels.
2. **Faculty members must have an approved faculty appointment and must be hired by the university before performing any work for the University in any capacity.**
3. Faculty appointments will start on the day the faculty member's employment begins. Faculty contracts will not be back-dated; the faculty members should not be directed to perform any duties before the first day of their employment at the University.
4. Administrators who violate this policy will face disciplinary actions consistent with Section E of the Faculty Handbook.

General Calendar

This Calendar applies to all faculty in the College of Arts and Sciences, College of Engineering and Architecture, College of Fine Arts, College of Nursing and Allied Health Sciences, Graduate School, School of Business, School of Communications, School of Divinity, School of Education, School of Law, and School of Social Work excluding faculty in the SEIU Local 500 Collective Bargaining Units seeking reappointment.

January 2, 2024: Faculty Success Initial Appointment, New Appointment, and Reappointment Application Submission Portal opens. To receive an application for appointment or reappointment, a unit administrator (department chair, associate dean, or dean) must initiate an appointment or reappointment process through the [online request link](#) located on the [Faculty Success landing page](#).

External applicants for initial appointment must use the [External Candidate Portal](#), to access Faculty Success and submit an application. Passwords are not automatically generated. The user must create a password by clicking the “Need help?” link on the log-in page. External applicants will also be prompted to submit names and contact information of at least three external recommenders.

Internal applicants log into the Faculty Success landing page 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 requires 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 requires a current curriculum vitae (CV³), annual faculty evaluations since the last appointment, and a Faculty Activity Report (including student evaluations) 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 22, 2024: Deadline for the chair of the department (or the dean's designee in schools without departments) to upload a copy of the approved Faculty Employment Request, if applicable, confirm position information, indicate teaching assignments, and verify or upload the applicant's external letters of recommendation, if 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. The chair should confirm that all information (faculty rank, title, status and appointment type) is correct, and that the external recommendation letters have been uploaded by the department chair's designee, if a designee has been appointed. Otherwise, the department chair is responsible for uploading the external recommendation letters.
3. For adjunct faculty in the SEIU Collective Bargaining Agreement, the department chair or dean's

³ If the faculty member has provided updated information about their productivity in the Activities section of Faculty Success, an updated CV will be generated within the application. Faculty members should update their activities regularly.

designee must include the course assignments and ensure that the credits do not exceed 8 credits/semester.

4. 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 8, 2024: Deadline for completing the departmental review (includes the APT Departmental Committee and the Department Chair). 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 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, log into [Faculty Success](#), click on **Workflow**, and select the hyperlinked Appointment Application in your inbox.) The applicant's file should include 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 from the meeting 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, and will provide a rating, justification for that rating, and a recommendation to the dean on whether the applicant merits appointment or reappointment.

April 29, 2024: 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 those of the departmental APT Committee. 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 17, 2024: 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.

1. The dean's designee (if appointed) or 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.

The University Review will commence immediately upon receipt in the Office of the Provost. The Provost, and where appropriate, the President, will complete their evaluation and decision on the appointment or reappointment. Following the decision on the appointment or reappointment application, the department chair, dean, and Office of Human Resources will be asked to acknowledge (in Faculty Success) that they have seen the appointment, and a decision memorandum will be provided and can be viewed and downloaded from Faculty Success. This decision memorandum can be used by the dean's HR delegate to initiate the hiring process (initial appointments), initiate a position change (new appointment), or to enter a new period activity pay (for reappointments).

June 28th, 2024. Deadline for HR Delegates to start the WorkDay transaction to hire applicants who are external to Howard University (initial appointments).

After the appointment or reappointment is approved, the Office of Human Resources will manage faculty hiring and onboarding. Faculty who are working at Howard for the first time must complete a background check and other preliminary actions to be hired by the University.

Onboarding of initial hires for fall 2024 must be completed by **July 29, 2024**. Any faculty candidates not hired by that date will be individually reviewed to determine if the faculty candidate can be hired for the fall semester, or must be deferred to the spring semester.

Health Sciences

All faculty in the College of Dentistry, College of Medicine, College of Pharmacy

January 2, 2024: Faculty Success Initial Appointment, New Appointment, and Reappointment Application Submission Portal opens. To receive an application for appointment or reappointment, a unit administrator (department chair, associate dean, or dean) must initiate an appointment or reappointment process through the [online request link](#) located on the [Faculty Success landing page](#).

External applicants for initial appointment must use the [External Candidate Portal](#), to access Faculty Success and submit an application. Passwords are not automatically generated. The user must create a password by clicking the “Need help?” link on the log-in page. External applicants will also be prompted to submit names and contact information of at least three external recommenders.

Internal applicants log into the Faculty Success landing page 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 requires 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 requires a current curriculum vitae (CV⁴), annual faculty evaluations since the last appointment, and a Faculty Activity Report (including student evaluations) 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 22, 2024: Deadline for the chair of the department (or the dean's designee in schools without departments) to upload a copy of the approved Faculty Employment Request, if applicable, confirm position information, indicate teaching assignments, and verify or upload the applicant's external letters of recommendation, if applicable.

5. 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*".
6. The chair should confirm that all information (faculty rank, title, status and appointment type) is correct, and that the external recommendation letters have been uploaded by the department chair's designee, if a designee has been appointed. Otherwise, the department chair is responsible for uploading the external recommendation letters.
7. For adjunct faculty in the SEIU Collective Bargaining Agreement, the department chair or dean's designee must include the course assignments and ensure that the credits do not exceed 8 credits/semester.
8. 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

⁴ If the faculty member has provided updated information about their productivity in the Activities section of Faculty Success, an updated CV will be generated within the application. Faculty members should update their activities regularly.

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 8, 2024: Deadline for completing the departmental review (includes the APT Departmental Committee and the Department Chair). The departmental review will take place as follows:

7. 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*".
8. The department's APT committee reviews the applicant's file in Faculty Success. (To access the applicant's file, log into [Faculty Success](#), click on **Workflow**, and select the hyperlinked Appointment Application in your inbox.) The applicant's file should include a current CV and information provided by the applicant in the e- portfolio documenting the applicant's record of achievement.
9. 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.
10. The department's APT committee chair will (a) record the vote from the meeting 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.
11. 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*".
12. The department chair will perform an independent evaluation of the applicant in Faculty Success, and will provide a rating, justification for that rating, and a recommendation to the dean on whether the applicant merits appointment or reappointment.

April 29, 2024: Deadline for the school or college APT committee to complete the committee's review of the applicant's file in Faculty Success.

3. 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*".
4. The school or college APT Committee review will consist of actions similar to those of the departmental APT Committee. 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 17, 2024: 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.

2. The dean's designee (if appointed) or 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.

The University Review will commence immediately upon receipt in the Office of the Provost. The Provost, and where appropriate, the President, will complete their evaluation and decision on the appointment or reappointment. Following the decision on the appointment or reappointment application, the department chair, dean, and Office of Human Resources will be asked to acknowledge (in Faculty Success) that they have seen the appointment, and a decision memorandum will be provided and can be viewed and downloaded from Faculty Success. This decision memorandum can be used by the dean's HR delegate to initiate the hiring process (initial appointments), initiate a position change (new appointment), or to enter a new period activity pay (for reappointments).

June 17th, 2024. Deadline for HR Delegates to start the WorkDay transaction to hire applicants who are external to Howard University (initial appointments).

After the appointment or reappointment is approved, the Office of Human Resources will manage faculty hiring and onboarding. Faculty who are working at Howard for the first time must complete a background check and other preliminary actions to be hired by the University.

Onboarding of initial hires for fall 2024 must be completed by **June 28, 2024**. Any faculty candidates not hired by that date will be individually reviewed to determine if the faculty candidate can be hired for the fall semester, or must be deferred to the spring semester.

Collective Bargaining Unit (Reappointments ONLY)

All faculty in the SEIU Local 500 Collective Bargaining Units applying for reappointment. All initial and new appointments follow the GENERAL CALENDAR.

January 2, 2024: Faculty Success Initial Appointment, New Appointment, and Reappointment Application Submission Portal opens. In order to receive an application for appointment or reappointment, a unit administrator (department chair, associate dean, or dean) must request an application through Faculty Success using a “*Faculty Appointment Request Form.*”

For reappointment applicants, the application requires a current curriculum vitae (CV⁵), annual faculty evaluations since the last appointment, and a Faculty Activity Report (including student evaluations) documenting the applicant's record of achievement in the current or recently appointed position. This information will provide the basis for reviewing the faculty member's application for reappointment.

March 22, 2024: Deadline for the chair of the department or chair’s designee (or the dean's designee in schools without departments) to confirm position information, and indicate teaching assignments.

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 reappointment.

April 8, 2024: 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 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 If the faculty member has provided updated information about their productivity in the Activities section of Faculty Success, an updated CV will be generated within the application. Faculty members should update their activities regularly.

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, and will provide a rating, justification for that rating, and a recommendation to the dean on whether the applicant merits appointment or reappointment.

April 15, 2024: 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 those of the departmental APT committee 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.

April 20, 2024: 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/dean's designee 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.

The University Review will commence immediately upon receipt in the Office of the Provost. The Provost, will complete an evaluation and decision on the reappointment. Following the decision on the reappointment application, the department chair, dean, and Office of Human Resources will be asked to acknowledge (in Faculty Success) that they have seen the reappointment decision, and a decision memorandum will be provided and can be viewed and downloaded from Faculty Success. This decision memorandum can be used by the dean's HR delegate to enter a new period activity pay.

May 1, 2024: Deadline for the candidate to receive notification of their reappointment decision.