

**OFFICE OF THE PROVOST, HOWARD UNIVERSITY**  
**ACADEMIC YEAR 2025-2026**  
**APPOINTMENT & REAPPOINTMENT**  
**CALENDARS, POLICIES, AND GUIDELINES**

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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.

Three calendars provide the deadlines, policies, and guidelines for specific groups of faculty. The groups of faculty included in each calendar are defined below:

1. **Initial and New Appointment Calendar:** External applicants seeking an initial appointment at Howard University and/or existing faculty members seeking a new title and/or rank (new appointment).

2. **General Reappointment Calendar:**

- a. All adjunct (part-time) faculty members, including those within the SEIU Local 500 Collective Bargaining Unit, and
- b. Full-time faculty members who are not in the SEIU Local 500 Collective Bargaining Unit.

*The general reappointment calendar should not be used for probationary tenure-track faculty with appointments ending in AY 2026 seeking reappointment (mid-tenure review). The general reappointment calendar should be used for probationary tenure-track faculty with appointments ending AY 2025.*

3. **Reappointment Calendar for Full-Time Faculty in Collective Bargaining Unit:** All full-time faculty in the SEIU Local 500 Collective Bargaining Unit<sup>1</sup>.

**Administrators must initiate the appointment and/or reappointment process so that an application is sent to a faculty applicant<sup>2</sup>.** A faculty applicant cannot submit this request.

- *Initial appointments* are for faculty applicants not currently employed at Howard University.
- *New appointment* applications are for applicants who are currently employed at Howard University but are applying for a track, rank, or title different from their current position.
- *Reappointment* applications are for applicants currently employed at Howard University seeking reappointment at their current track, rank, and title, *excluding* probationary tenure-track faculty seeking reappointment in AY2026<sup>3</sup>.

**Initial and new appointment applications require the approval of a Faculty Position Request within Workday.** Deans and their designees may initiate a Faculty Position Request (FPR) in WorkDay. To create a request, users must select the "[Create Request](#)" link, choose "Faculty Position Request" under Request Type, and complete all required fields. After submission, the request's status can be tracked by searching "My Faculty Position Requests" in Workday. Users will receive email notifications from [howard@myworkday.com](mailto:howard@myworkday.com) regarding the approval or denial of their request.

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

<sup>2</sup> Applicants and reviewers will receive an email from Watermark Faculty Success ([notifications@watermarkinsights.com](mailto:notifications@watermarkinsights.com)) prompting them to submit their application or complete their review. Please add [notifications@watermarkinsights.com](mailto:notifications@watermarkinsights.com) to your approved senders list in order to ensure the email is not sent inadvertently to spam.)

<sup>3</sup> Probationary tenure-track and career-status faculty seeking reappointment in AY2026 should follow the timeline in the Promotion and Tenure calendar, located on the Office of the Provost website.

Once the FPR has been approved in Workday, the HR team will initiate the faculty search process, which includes creating the job requisition, creating a job link, posting the job, and conducting the applicant search. Search committees can embed the job link in their advertisements. Hiring managers will receive tasks to screen and/or select applicants in their Workday inbox. Hiring managers should work closely with their Onboarding Specialist during this process.

Once the finalist is selected, the HR team will request the invitation for the finalist to receive the APT application from Watermark Faculty Success.

**Reappointment applications are not automatically sent at the end of an appointment.** Administrators must monitor appointment timelines and advise NTRT and temporary faculty of their dates to apply for reappointment. All faculty must have an active faculty appointment. Therefore, faculty must begin the reappointment process the academic year before their current appointment expires. Therefore, the administrator must initiate a reappointment process through the [online request link](#) located on the Faculty Success landing page so that the faculty member may have an active faculty appointment for the following academic year. *Chairs, deans, or associate deans must request reappointment applications for all temporary, probationary tenure-track, and NTRT faculty members, with appointments ending before July 1, 2025.*

### **Important Policies**

- In accordance with the Faculty Handbook, each appointment or reappointment must be evaluated at the department (if applicable), school, and university levels.
- **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.**
- Faculty appointments will start on the day the faculty member's employment begins. Faculty contracts will not be backdated; the faculty members should not be directed to perform any duties before the first day of their employment at the University.
- Administrators who violate this policy will face disciplinary actions consistent with Section E of the Faculty Handbook.

## Initial and New Appointment Calendar

*This calendar applies to external applicants seeking an initial appointment at Howard University and current faculty seeking a new track, rank, or title (new appointment).*

**February 3, 2025:** Initial and New Appointment Application Submission Portal opens.

To receive an application for **initial or new appointment**, a dean or their designee must complete the Faculty Position Request and Faculty Search Process via Workday. HR will then request the application be generated to the selected applicant.

External applicants for initial appointment must use the [External Applicant 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.

Existing faculty 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](mailto: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.

**March 21, 2025:** Deadline for the department chair (or the dean's designee in schools without departments) to 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](mailto: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 department chair or dean's designee 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 or dean's designee, if a designee has been appointed. Otherwise, the department chair or dean's designee is responsible for uploading the external recommendation letters. They are also responsible for uploading the contingent offer letter provided to the applicant.
3. 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.
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.

**April 11, 2025:** 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 (external applicants) and information provided by the applicant in the Faculty Activities Section (current faculty) 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 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.

**May 2, 2025:** 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 23, 2025:** 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.

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. Following the decision on the appointment application, the department chair, dean, and Office of Human Resources will be asked to acknowledge (in Faculty Success) that they have seen the appointment.

**June 20th, 2025:** Deadline for HR to start the WorkDay transaction to hire applicants who are external to Howard University (initial appointments). The Office of Human Resources will manage faculty hiring and

onboarding. Faculty 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 2025 must be completed by **July 29, 2025**. Any faculty applicants not hired by that date will be individually reviewed to determine if the faculty applicant can be hired for the fall semester, or must be deferred to the spring semester.

Faculty applicants who are entering a new track or faculty position must be onboarded into their new position by **July 29, 2025**.

Faculty applicants should confirm with their department chair or dean that they have completed all steps for onboarding on or before **August 15, 2025**. Faculty applicants cannot enter the classroom in any capacity until they are hired and onboarded by the Office of Human Resources.

## General Reappointment Calendar

*This calendar applies to (1) all adjunct (part-time) faculty members including those in the SEIU Local 500 Collective Bargaining Unit, and (2) full-time faculty members who are not in the SEIU Local 500 Collective Bargaining Unit. This calendar should not be used for probationary tenure-track faculty seeking reappointment (mid-tenure review) in AY 2026.*

**February 3, 2025:** Reappointment Application Submission Portal opens.

To receive an application for **reappointment**, a unit administrator (department chair, associate dean, or dean) must initiate the reappointment process through the [online request link](#) located on the [Faculty Success landing page](#).

Applicants log into the Faculty Success landing page using [single sign-on](#), click on **Workflow**, and select the hyperlinked application in your inbox.

The application requires a current curriculum vitae (CV<sup>4</sup>) and a current Faculty Activity Report (including student evaluations) documenting the applicant's record of achievement in the current or recently appointed position. If student evaluations are not included in the Faculty Activity Report, they must be uploaded in the provided section of the application. This information will provide the basis for review of the faculty member's application for reappointment.

**March 21, 2025:** Deadline for the chair of the department (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. The chair should confirm that all information (faculty rank, title, status and appointment type) is correct.
3. 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.
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.

**April 11, 2025:** 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 application in your inbox.) The applicant's file should include a current CV and information provided by the applicant in the Faculty Activities section of Faculty Success, documenting the applicant's record of

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<sup>4</sup> 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.

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 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 reappointment.

**May 16, 2025:** 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.

**June 6, 2025:** 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 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 reappointment application, the department chair, dean, and Office of Human Resources will be asked to acknowledge (in Faculty Success) that they have seen the decision, and a decision memorandum will be available for viewing and downloading in Faculty Success. This decision memorandum should be used by the dean's HR delegate to enter a new period activity pay.

**July 4<sup>th</sup>, 2025.** Deadline for HR Delegates to start the WorkDay transaction (period activity pay).

Period activity pays must be completed by **July 29, 2025**.

Faculty applicants should confirm with their department chair or dean that they have completed all steps for reappointment on or before **August 15, 2025**.

## **Reappointment Calendar for Collective Bargaining Unit (Full-Time Faculty ONLY)**

*All full-time faculty in the SEIU Local 500 Collective Bargaining Unit applying for reappointment*

**February 3, 2025:** Faculty Success Initial Appointment, New Appointment, and Reappointment Application Submission Portal opens.

To receive an application for **reappointment**, a unit administrator (department chair, associate dean, or dean) must initiate the reappointment process through the [online request link](#) located on the [Faculty Success landing page](#).

Applicants log into the Faculty Success landing page using [single sign-on](#), click on **Workflow**, and select the hyperlinked application in your inbox.

The application requires a current curriculum vitae (CV<sup>5</sup>) and a current Faculty Activity Report (including student evaluations) documenting the applicant's record of achievement in the current or recently appointed position. If student evaluations are not included in the Faculty Activity Report, they must be uploaded in the provided section of the application. This information will provide the basis for review of the faculty member's application for reappointment.

**March 21, 2025:** 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, 2025:** 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 Reappointment Application in your inbox.) The applicant's file includes a current CV and information provided by the applicant in the Faculty Activity Report 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 reappointment.

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<sup>5</sup> 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.

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

**April 15, 2025:** 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 21, 2025:** 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 evaluate the applicant in Faculty Success, recommending to the provost whether the applicant merits 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 available for viewing and downloading in Faculty Success. This decision memorandum should be used by the dean's HR delegate to enter a new period activity pay.

**May 1, 2025:** Deadline for the applicant to receive notification of their reappointment decision.

<b>Action</b>	<b><u>Initial and New Appointments</u></b> All faculty	<b><u>Reappointment</u></b> All adjunct (part-time) faculty and full-time faculty who are not in the Collective Bargaining Unit <sup>6</sup>	<b><u>Reappointment</u></b> Full-time faculty who are members of the Collective Bargaining Unit
Faculty Success Application Submission Portal opens.	February 3, 2025	February 3, 2025	February 3, 2025
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.	March 21, 2025	March 21, 2025	March 21, 2025
Deadline for completing the departmental review (includes the APT Departmental Committee and the Department Chair).	April 11, 2025	April 11, 2025	April 8, 2025
Deadline for the school or college APT committee to complete the committee's review of the applicant's file in Faculty Success.	May 2, 2025	May 16, 2025	April 15, 2025
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.	May 23, 2025	June 13, 2025	April 21, 2025
Notification Deadline of appointment decision.	June 13, 2025	June 27, 2025	May 1, 2025
Deadline for HR or HR Delegates to complete WorkDay transactions	June 20, 2025	July 4, 2025	July 4, 2025

**Summary of Deadlines**

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<sup>6</sup> Excluding probationary tenure-track faculty whose appointments end AY2026. Those faculty should follow the timeline in the AY2025-2026 Promotion and Tenure Calendar.