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**Vote on 1<sup>st</sup> Year Appointment, Effective 8/28/2024 - 8/26/2025**

Faculty members in professorial titles eligible to be appointed to their first and second year of service effective 8/28/2024. **This appointment requires a Department P&B Vote.**

By **FEBRUARY 7, 2024**, please submit:

- All 1<sup>st</sup> year candidate material and department P&B decisions required for reappointment must be uploaded and submitted through Interfolio via <https://account.interfolio.com/sso>
- An appointment letter should be submitted (signed by Chair and Dean)

**Materials for 1<sup>st</sup> Year:**

1. CV (updated)
2. Department P&B vote memo

**2<sup>nd</sup> Year Appointments, Effective 8/28/2024 - 8/26/2025**

Faculty members in professorial titles eligible to be appointed to their second year of service effective 8/28/2024. **This appointment require a Department P&B Vote.**

By **FEBRUARY 7, 2024**, please submit:

- 2<sup>nd</sup> year candidate materials and department P&B decisions required for reappointment must be uploaded and submitted through Interfolio via <https://account.interfolio.com/sso>
- Following approval, an appointment letter should be submitted (signed by Chair and Dean)

**Materials for 2<sup>nd</sup> Year:**

1. CV (updated)
2. Department P&B vote memo
3. Annual evaluation (if any)
4. Peer observation (if any)
5. Student evaluations
6. Chair's Report
7. Letters of concern letters/responses to letters of concern/Guidance Letters (if any)