

NOTICE REQUIREMENTS FOR TENURE-TRACK FACULTY HIRES
(BSAD, CALS, CAS, CEMS, CESS, CNHS, and RSENR)

For all appointments listed below the dates apply for providing notice of reappointment or non-reappointment to faculty concerning their appointment at UVM. *Reappointment and non-reappointment templates are available on the RPT Guidelines, Forms and Letter Templates website.

INSTRUCTORS

- Term of appointments = 1 year initial appointment, 1 year reappointment
- Maximum service at this rank = 2 years
- NOTE: Instructors will be promoted automatically to the rank of Assistant Professor once the requirements for the terminal degree have been satisfied. The reappointment and tenure/promotion review schedule for Assistant Professors below will then be followed. Years in service as an Instructor will be counted as part of the overall Assistant Professor probationary period of 7 years.

Year	Required Notice Date	Reappointment Period	Evaluation Form	Final Level of Review
1	By March 1	Year 2 as Instructor (If not yet promoted to Assistant Professor)	Blue Sheet	College/School
2	Terminal year, if not promoted to Assistant Professor. If promoted to Assistant Professor please follow the time schedule below beginning with the 1 st Reappointment Review.			

ASSISTANT PROFESSOR

- Term of appointments = 3 year initial appt, 2 year reappointment, 2 year reappointment
- Maximum service at this rank = 7 years (Years served as an Instructor are counted as part of this seven (7) year period)

Year	Required Notice Date	Reappointment Period	Evaluation Form	Final Level of Review
1	No action			
2	By May 1	Years 4 and 5	Blue Sheets (1 st Reappt)	College/School
3	No action			
4	By May 1	Years 6 and 7	Green Sheets (2 nd Reappt)	University
5	No action			
6	By May 1	*Tenure, promotion	Green Sheets	University
7	Terminal year, if not promoted and tenured			

** An Assistant Professor may request early consideration for tenure prior to the mandatory year only once. If denied early tenure, the faculty member must present him or herself again during the sixth year of the probationary period to be considered for tenure.*

ASSOCIATE PROFESSOR – Tenure-Track (Faculty Initially Hired into Tenure-Track Position)

- Term of appointments = 2 year initial appt, 2 year reappointment
- Maximum service at this rank = 4 years

<u>Year</u>	<u>Required Notice Date</u>	<u>Reappointment Period</u>	<u>Evaluation Form</u>	<u>Final Level of Review</u>
1	No action			
2	By December 15	Years 3 and 4	Blue Sheets	College/School
3	By May 1	Tenure	Green Sheets	University
4	Terminal year, if not tenured.			

** An Associate Professor may request early consideration for tenure prior to the mandatory year only once. If denied early tenure, the faculty member must present him or herself again during the third year of the probationary period to be considered for tenure.*

ASSOCIATE PROFESSOR – Tenured (Faculty Initially Hired into Tenured Position)

- An individual hired with the proposed title of Associate Professor with tenure must be reviewed for tenure prior to the start of his/her employment.

PROFESSOR – Tenured (Faculty Initially Hired into Tenured Position)

- An individual hired with the proposed title of Professor with tenure must be reviewed for tenure prior to the start of his/her employment.

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Office of the Provost – Faculty Services