



CFAES Leadership Reappointment Process

The following provides general guidance regarding reappointments of college-level faculty leaders, in particular Associate Deans and TIU Heads. Associate Deans are supervised by the Vice President for Agricultural Administration and Dean (VP/Dean), and TIU heads are jointly supervised by the VP/Dean and Senior Associate Dean/Director of Faculty and Staff Affairs (SAD). All serve at the pleasure of the VP/Dean and therefore, the final decision to reappoint a college leader sits with the VP/Dean.

Task	Target Date	Responsible
Identification of candidate for reappointment & conversation with the VP/Dean (and SAD for TIU Head reappointments)	9-12 months before end of appointment	SAD ¹
Notification/letter of interest to appointee (if applicable)	9-12 months before end of appointment	VP/Dean via Chief of Staff
VP/Dean (and SAD for TIU Head reappointments) meets with appointee to discuss interest in reappointment or alternate plans	9-12 months before end of appointment	VP/Dean and SAD (Executive Assistant to schedule)
Review options and discuss plans for survey process, response group choices, etc. ^{2,3}	9 months before end of appointment AND 6 weeks prior to review survey send	VP/Dean and SAD
Email Campus Labs ⁴ to obtain survey request form <i>TIU Heads only; college-level survey used for Associate Deans</i>	5 weeks prior to review survey send	Faculty and Staff Affairs (FSA) Program Manager
Identify survey respondents' rater sub-groups from Campus Labs options <i>TIU Heads only; college-level survey used for Associate Deans</i>	4 weeks prior to review survey send	SAD

Finalize additional questions (if any)	4 weeks prior to review survey send	SAD
Complete survey request form to initiate process with Campus Labs <i>TIU Heads only; college-level survey used for Associate Deans</i>	3 weeks prior to review survey send	FSA Program Manager
Send pre-email to assessment respondents to describe the process and notify of survey dates	2 weeks prior to review survey send	SAD
Campus Labs invite sent to assessment survey participants & appointee <i>TIU Heads only; college-level survey used for Associate Deans</i>	7 months before end of appointment	Campus Labs (for TIU Heads) FSA Program Manager (for Associate Deans)
Reminder emails	Every 3 days is default	Campus Labs (for TIU Heads) FSA Program Manager (for Associate Deans)
Assessment survey closes	2 weeks after launch	Campus Labs (for TIU Heads) FSA Program Manager (for Associate Deans)
Results received	Within 10 business days	Campus Labs (for TIU Heads)
Small group validation meetings if needed	6 months before end of appointment	VP/Dean (and SAD for TIU Head reappointments) (Executive Assistant to schedule)
VP/Dean (and SAD for TIU Head reappointments) will summarize the review for Cabinet and solicit comments	5 months before end of appointment	VP/Dean, Chief of Staff, and Cabinet
Draft letter of reappointment or non-reappointment (vet with HR)	5 months before end of appointment	VP/Dean, SAD, HR Business Partners

Negotiation between Dean and appointee	4-5 months before end of appointment	VP/Dean
Edit reappointment letter and route for signatures via DocuSign (signatures include VP/Dean, OAA, and appointee)	4 months before end of appointment	HR Business Partner
Initiation of Workday processes	3 months before end of appointment	HR Business Partner
Announcements, pending board approval	2 months before end of appointment	VP/Dean and Asst. Director, Strategic Communication
Confirmation of BoT minutes and approval; update chairs tracking list	BoT meeting	FSA Program Manager

¹ Reappointment of the Senior Associate Dean and Director of Faculty and Staff Affairs (SAD) will follow this process, but the VP/Dean and Chief of Staff will lead this process instead of the SAD and Program Manager for FSA.

² For TIU Heads, all faculty, staff and graduate students in the TIU are invited to submit feedback. In addition, fellow TIU Heads and members of the VP Cabinet are also invited to submit feedback. Others' feedback may be solicited based upon unique relationships of the TIU.

³ For Associate Deans, fellow members of the VP Cabinet and TIU Heads are solicited for their feedback. Any faculty or staff in the Associate Dean's unit or units will also be solicited for their feedback. Representative faculty feedback will be solicited, based upon the portfolio of the Associate Dean. Typically, this will include any standing committees, advisory committees and/or task forces specific to that Associate Dean. Other feedback may be solicited based upon unique relationships of the Associate Dean and/or their unit.

⁴ For TIU Heads, the Campus Labs tools is prescribed by the Office of Academic Affairs (OAA). For Associate Deans, the college uses a more specialized survey tool given the differences in portfolios amongst the Associate Deans.