

Schedule and Instructions for Submitting New Tenure System Faculty Appointments and Permanent Administrative Appointments Requiring Direct Board of Trustees Approval

Due date for receipt of all required documents in AHR	Board of Trustees Meeting for consideration/review	Appointment begin date**
August 27, 2021	September 23, 2021	September 24, 2021 or later
October 22, 2021	November 18, 2021	November 19, 2021 or later
December 10, 2021	January 20, 2022	January 21, 2022 or later
February 18, 2022	March 17, 2022	March 18, 2022 or later
April 22, 2022	May 19, 2022	May 20, 2022 or later
June 24, 2022	July 20-21, 2022	July 22, 2022 or later

****Appointments Must Be Approved by the Board of Trustees Prior to the Service Begin Date.**

Units are encouraged to send documentation earlier than the deadlines above, immediately following acceptance of an offer and if accompanied by all required documents (below).

Step 1 - Send the following documents to the Assistant Provost, MS PAC 525:

- Accepted Offer Letter(s)
- CV/Resume
- Official transcript with terminal degree

Step 2 - Assistant Provost will forward the appointment information to the next Board of Trustees meeting per the meeting schedule.

Step 3 - Once Assistant Provost has received approval of an appointment the individual who submitted the documents for approval will be notified.

Step 4 - The hiring unit will initiate and route HRFE transaction for the new tenure system faculty appointment.

Step 5 – The hiring unit should notify the appointee of the Board of Trustees approval for their appointment and begin the onboarding process.

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