

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 26, 2022	September 22, 2022	September 23, 2022 or later
October 21, 2022	November 17, 2022	November 18, 2022 or later
December 23, 2022	January 26, 2023	January 27, 2023 or later
March 3, 2023	March 30, 2023	March 31, 2023 or later
April 21, 2023	May 18, 2023	May 19, 2023 or later
June 23, 2023	July 19-20, 2023	July 21, 2023 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.

Document updated 7-18-2022