**2019-2020 Reappointment Schedule**

|  |  |  |
| --- | --- | --- |
| # | Task | Deadline Date |
| 1 | Managerial Performance Evaluation and Reappointment Form made available online. | December 18, 2018 |
| 2 | Every manager submits their self-assessment to the first level of supervision. For the 2019-2020 reappointment process, ALL managers must complete a self-assessment. | January 15, 2019 |
| 3 | Immediate supervisor completes performance evaluation form. Manager and employee discuss performance review, revise if needed, and both parties’ sign the form electronically. | January 25, 2019 |
| 4 | Unit Head (Director/Dean) submits their recommendation for all of their managers via email to their respective Division Vice President. | February 15, 2019 |
| 5 | Every Vice President submits their recommendations for all of their managers to HR, via email: [reappointment@montclair.edu](mailto:reappointment@montclair.edu) with CCs sent to the unit head, immediate supervisor and employee. By that point, any recommended non-reappointments or other concerns will have been discussed by the appropriate officers with the VP for HR. Upon receipt of all recommendations, HR will review for completeness, anomalies, or errors. | March 15, 2019 |
| 6 | Vice President for Human Resources, reviews form for completeness and content, then forwards all managerial recommendations to the University President. | April 01, 2019 |
| 7 | President notifies all managers of the reappointment recommendation decision. | April 30, 2019 |
| 8 | HR provides each Vice President with a salary recommendation form for all managers in the VP’s unit. | May 01, 2019 |
| 9 | Every Vice President provides a completed salary recommendation form for the VP’s unit to the President with a copy to the VP for HR. | May 20, 2019 |
| 10 | The Board of Trustees acts on the President’s reappointment recommendations and establishes a pool for managerial salary adjustments. | June 12, 2019 |
| 11 | The University President sends all managers the final reappointment letter, including salary effective July 1, 2019. | June 17, 2019 |
| 12 | Employee returns signed reappointment letter to Human Resources. | June 28, 2019 |