

## INSTRUCTIONS FOR PROCESSING REAPPOINTMENT FOR INTERCOLLEGIATE ATHLETICS

### DEPARTMENT

- A. **Positive** Recommendation for Reappointment
1. Intercollegiate Athletics completes top section and Intercollegiate Athletics's section of form.
  2. Athletic Director types in authorizing signature and forwards form electronically to [FPS@cmich.edu](mailto:FPS@cmich.edu) by date specified in current [Agreement](#).
  3. Supporting documentation hand delivered to Faculty Personnel Services (WA 308).
- B. **Negative** Recommendation for Reappointment
1. Intercollegiate Athletics representative notifies applicant in writing of negative recommendation and **must record date of notification**.
  2. At applicant's request, Athletic Director or designee meets with applicant to summarize information discussed prior to the decision and explain departmental action. If recommendation is changed to positive, process as in A. above.
  3. If recommendation remains negative, Athletic Director or designee notifies applicant in writing and **must record date of notification**.
  4. Athletic Director or designee completes top section and Intercollegiate Athletic's section of form, types in authorizing signature and forwards form electronically to [FPS@cmich.edu](mailto:FPS@cmich.edu) by the date specified in current [Agreement](#). **See "Appeal Rights of Applicant" below for disposition of documentation.**
  5. **Applicant has appeal rights as outlined below in "Appeal Rights of Applicant".**
- C. Faculty Member Did Not Apply for Consideration
1. No consideration is necessary.
  2. Athletic Director checks Not Considered and adds the following statement to the Intercollegiate Athletic's section of the form:  
"Individual has not applied for consideration; therefore, none has been given and the bargaining unit member's latest contract will constitute a terminal contract."
  3. Athletic Director types in authorizing signature and forwards form electronically to [FPS@cmich.edu](mailto:FPS@cmich.edu) by date specified in current [Agreement](#).

### APPEAL RIGHTS OF APPLICANT

- A. **Applicant must be notified of a negative recommendation at each review level and has the right to appeal the recommendation to the Provost.**
- B. **All requests for review of a negative recommendation must be made in writing and delivered to Faculty Personnel Services within one week of receiving notification of the negative recommendation. See Article 14 of the current [Agreement](#).**
- C. **Documentation is to be retained at each reviewing level until the appeal period has passed without a request for appeal or until an appeal has been requested. Upon appeal, documentation is sent to the next reviewing level. If no appeal is requested, materials are returned to the applicant. Documentation should not be returned to the applicant until the appeal process is complete.**

FOR ADDITIONAL INFORMATION ON THIS PROCESS, CONSULT ARTICLE 14 OF THE CURRENT [AGREEMENT](#).