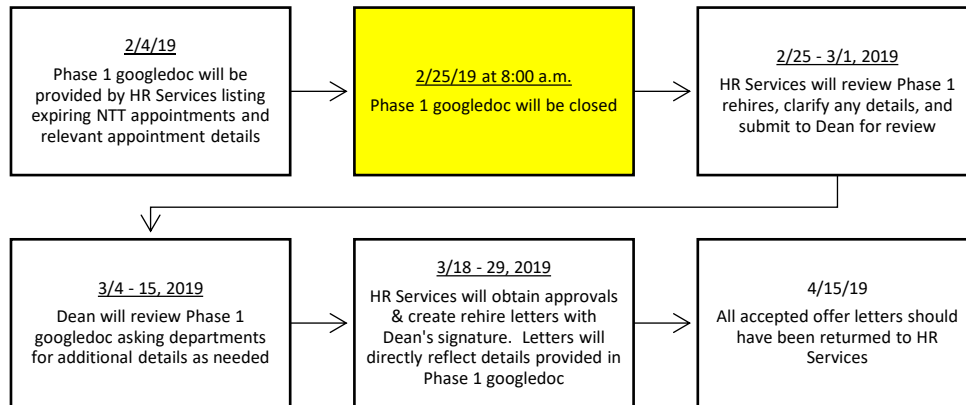


HSS NTT Faculty Contracts Timeline and Instructions for Fall 2019 NTT Rehire of Expiring Contracts and New Hires

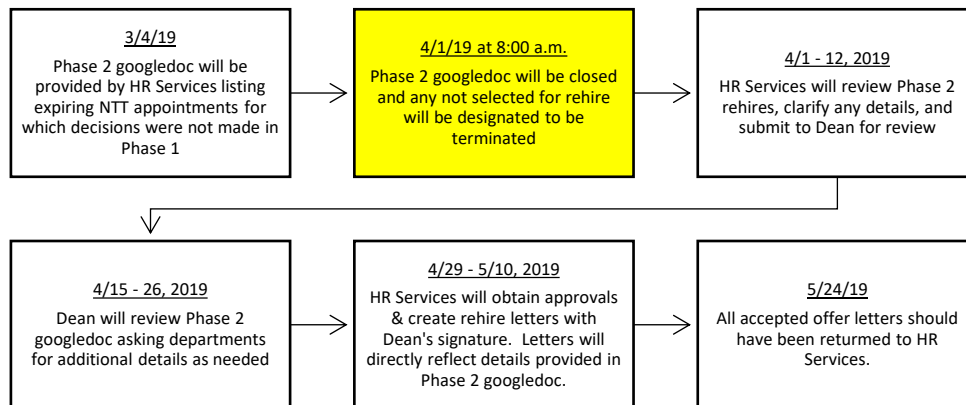
Goal: To complete the hiring and rehiring of NTT faculty as efficiently and expediently as possible by linking decisions to the closing date for submitting class schedules. For Fall 2019, the date for submitting schedules is February 4, 2019.

Rehires: Departments are encouraged to use Phase 1 for any appointments for which they have made a decision to rehire by the deadline and are able to provide all necessary details in final form.

Phase 1 – Rehire Timeline:



Phase 2 - Rehire Timeline:



Rehire Exceptions: Any revisions to rehires processed in phases 1 or 2 or requests for rehires after the Phase 2 deadline will require the Dean's approval. Explanation of exceptional circumstances should be provided by the Head.

New Hires:

- Individuals cannot be preselected, but rather a recruitment should be undertaken. Recruitment processes should be initiated by the Business Services Coordinator via CPAWS.
- If appropriate, recruitment can be done via a pooled advertisement; however, all candidates in the pool must be considered for hire, and the most qualified candidate should be selected.
- It is recommended that new recruitments be initiated no later than February 1, 2019, with Interim Reports (requests to interview) submitted by April 1, 2019. At the latest, Interim Reports should be submitted by **May 15, 2019**. Exceptional circumstances will be accommodated after that date to the degree possible but may not be approved in time for beginning of class.